

Breeze Monthly Payment Instruction Sheet

- Log onto your Breeze Account with your user ID and password.(If you do not have an account set up please call the office)
- Choose **MORE TAB**, Drop down,
- choose **GIVE**
- Choose **Recurring Payments** on *the LEFT SIDE*
Choose NEW GIFT - TOP right side
- The payment screen will pop up, and you **FILL IN your tuition amount based on your tuition agreements.** (*if you have siblings attending please just add the amounts together for one family payment*)
- Choose **CATEGORY** – drop down, will provide list, choose **NURSERY SCHOOL TUITION**
- **Give** Drop down, choose **GIVE THIS MONTHLY** **Start date is 9/1/2023**
(do not worry about an End Date now. We can automatically end the payment after your June 2024 payment.)
- Choose **payment type: USE BANK ACCOUNT VERSUS CREDIT CARD IF POSSIBLE.**
(this way you will not incur a fee to make your payment every month.)
- Thank you and Please call with any questions before August 1st.