

Breeze Monthly Payment Instruction Sheet

- Breeze can be accessed at <https://udlc.breezechms.com/>.
- 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 across the top to drop down.
- Choose **GIVE NOW**.
- To make a new payment, fill out the onscreen prompts.
 - **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 **NURSERY SCHOOL TUITION**.
 - Choose **GIVE THIS MONTHLY** **Start date is September 1**.
(Do not worry about an End Date now. We can automatically end the payment after your June payment.)
 - Choose **GIVE BY BANK TRANSFER** or **GIVE BY CREDIT/DEBIT CARD**.
(Fees are lower when using a bank account versus a credit/debit card.)
 - *Consider choosing the option to cover the online payment fees.*
 - Please note you will not be able to see your payment in the Recurring Payments section until after the first payment posts. Please do not set up more than one payment.
- To adjust a recurring payment, click on **RECURRING PAYMENTS** on *the LEFT SIDE*.
 - Click on the link to **“Change.”**
 - Edit as desired, or choose “Stop Recurring Gift” at lower left corner.
- Thank you and please call with any questions before August 1st.