



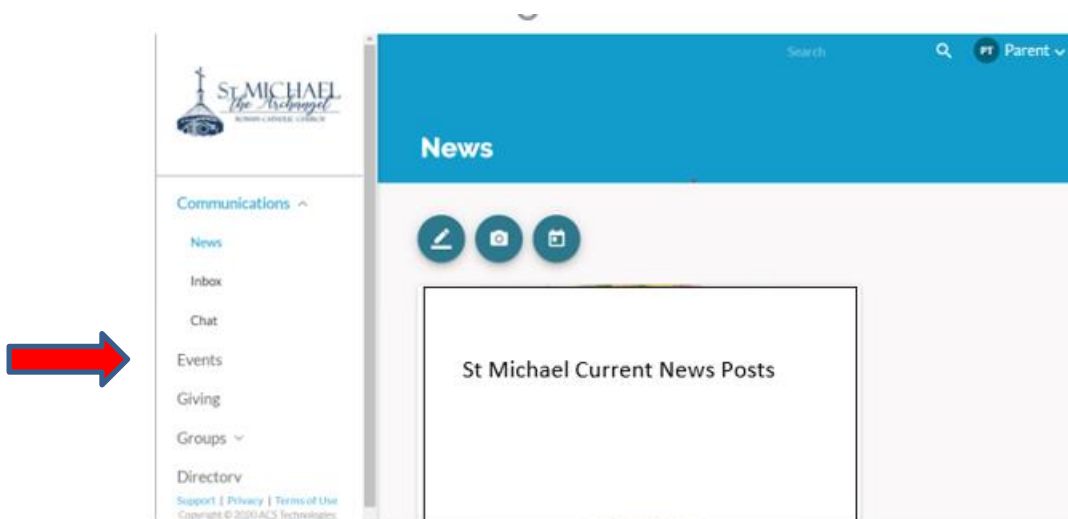
## Steps for Paying your St Michael Preschool Tuition On-line:

[Log Into Realm](#) using your user name (email) and Realm password.

(click forgot password to update password)

A screenshot of the 'Sign In' form for St Michael The Archangel Roman Catholic Church. The form is white with a blue border and is set against a grey background. It features the church's logo at the top left. The form includes fields for 'Email Address' and 'Password', a 'Sign In' button, a 'Forgot your password?' link, and a 'Don't have an account yet? Register now' link at the bottom.

After logging into Realm, the landing page is the “News” page. From this page, click “Events” on the left menu bar.



Once on the Events Page, scroll down to “**Find Events.**” Search for **Tuition**, then click on the “**2020 Tuition/Enrollment St Michael Preschool Event**” in which you wish to process a payment.

The screenshot shows the 'Events' page of St. Michael's Roman Catholic Church. On the left is a navigation menu with 'Events' selected. The main content area displays three 'Mass Intentions' events. Below them is a 'Find Events' search box containing the text '2020 Tuition'. A dropdown menu shows two search results: '2020 Tuition/Enrollment St ...' for June 22, 2020, and another for August 5, 2020. Red arrows point to the search box and the first result. At the bottom left, there is a footer with 'Support | Privacy | Terms of Use' and 'Copyright © 2020 ACS Technologies'.

Now in the “Tuition/Enrollment Event,” Select “Manage Registration”

The screenshot shows the details for the '2020 Enrollment St Michael Preschool' event. The event is scheduled for August 24 at 9:30am and is marked as 'REGISTERED'. At the bottom, it shows '2 People Registered, Balance: \$7,330.00' and a 'Manage Registration' button. A red arrow points to this button. The page header includes 'Events', a search bar, and a user profile for 'PT Parent'. The footer contains 'Support | Privacy | Terms of Use'.

Select "Make Payment" and proceed with payment options

The screenshot shows the '2020 Enrollment St Michael Preschool' registration page. The page header includes the St. Michael's logo and navigation options like 'All', 'Search...', and 'Parent'. The main content area is titled 'Registration' and displays details for a 15-year-old child's kindergarten registration, including a registration fee of \$3,540.00. A summary table on the right lists the following items:

Item	Amount
Registrations	\$7,080.00
Additional Items	\$250.00
<b>Total Cost</b>	<b>\$7,330.00</b>
Previous Payments	\$0.00
<b>Balance</b>	<b>\$7,330.00</b>

A red arrow points to the 'Make a payment' link located below the balance information.

This screenshot shows the 'Make a Payment' form for the same registration. The form includes the following fields and options:

- Balance due:** \$7,330.00
- How much would you like to pay today? \*** Input field with value: 7330.00
- Save for future use
- Account Nickname:** Input field
- Account Type:** Dropdown menu with 'Credit/Debit Card' selected
- Account Number \*:** Input field
- Expiration Date \*:** Two dropdown menus for month and year
- Name on card \*:** Input field with 'Parent Test' entered
- Billing Address Line 1 \*:** Input field

The form also displays a summary of the payment details on the right side, mirroring the information from the registration page.