Making Nazarene Preschool Payments Through RecDesk Portal

Once you're signed in to your account, you will need to follow these steps to make your monthly payments online.

1. Click on "View Profile" to verify and update any information on the database.

2. Click on Programs on the menu in the top left of the page.

3. Find your child's class and the month you'd like to pay for in the list (use the search filter if needed) All months are listed through the end of the year for each class. You may pay for multiple months at a time.

4. On the resulting screen - click on Register Now button at the top right of the screen.

5. In the Member drop down box, select your child's name.

6. Verify that the program (and month) is correct in the Program Name box.

7. Select the **Fee Type – Monthly Tuition**. (If you have multiple children enrolled you will choose 2nd Child option on those additional registrations *see below)

8. If you have any notes you'd like to add to the payment you can do that.

9. Click on Save.

    *If you have multiple children enrolled at Nazarene Preschool, you will want to click "[**Add New Registration**]" and repeat steps 4 – 8 above for the 2nd child and choose the "Monthly Tuition – 2nd Child" option. (You can also add additional months payment per child here) Then click on Save again.*

10. Once all payments have been added, please review to ensure all information is present. You may edit or remove payments at this point. If all information is correct click on **Checkout** on the bottom left of the screen.

11. Fill out your Credit Card information on the resulting screen – then click on Continue.

12. Verify your payment information – then click on OK.

You will be sent a receipt via email. You will also be able to check your payment history on your profile with this new system.