

## Online Payment Portal

### Make Single and/or Recurring Tuition Payments (User Sign In)

This document provides instructions on setting up an account in the online payment portal that will enable you to securely make multiple single payments or set up recurring tuition/fee payments for a Midwest student without re-entering information for every payment scheduled. The online portal will only accept electronic funds transfer (EFT/ACH) from a checking or savings account. Payments submitted after 3:00pm EST will be processed the next business day. The portal will not accept credit card payments for tuition/fees.

ONLINE PORTAL URL: <https://smartpay.profitstars.com/express/MidwestAcademyCPP>

1. Log in. If you have not used the system before, register as a New User to set up a User Name. A temporary password will be sent to your email. After receiving your temporary password, return to the site and log in with your temporary password. You will automatically be prompted to change your password and enter basic user profile information.

**Midwest Academy**  
Online Payment Portal

Welcome to our Online Payment Portal. Please log on or register to make a payment, view your payment history or manage payment accounts. You may also make a one-time Quick Pay without logging in by clicking on the button below.

To protect your account from unauthorized access, your session will be closed after a period of inactivity. If your session ends early, please log on again to make a payment or manage your information.

For questions or problems, please contact Karla Walsworth (317) 843-9500 or email [kwalsworth@mymwa.org](mailto:kwalsworth@mymwa.org).

**QUICK PAY** ▶

Returning Users:

JoeJoe

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[Forgot username or password?](#)

**LOGIN** ▶

[Create Account](#)

If you created an account in Quick Pay or have an established account, log in here.

If you are a new user and need to create a new user account, click here.

2. On the home screen, click the Make A Payment button.

Welcome, Joe

Not You? [Logout](#) ▶

**MAKE A PAYMENT** EDIT PAYMENT OPTIONS EDIT PROFILE

### 3. Begin entering your payment information.

If you have not set up an account from which funds will be transferred to pay tuition, click on the Add Payment Option button to enter your banking information.

After entering this information, you will return to the payment screen and will see your payment option appear in the Pay From Account drop-down list. The system will store this information with your profile. Therefore, you will also see this information when you log into the system in the future.

The image shows two overlapping screenshots. The background is a payment form with fields for 'Pay This Amount' (Required), 'Payment Type' (Tuition/Fee Payment (ACH ON...)), 'Pay From Account' (-- Select --), 'Student Name', and 'Payment Date' (4/12/2016). An 'ADD PAYMENT OPTION' button is highlighted with a red box. An inset window titled 'Payment Options' is shown, containing fields for 'Payment Type' (Bank Account), 'Account Type' (Checking), 'Name On Account' (Joe Parent), 'Routing Number' (00000000), 'Account Number' (00000000), 'Account Nick Name' (Privacy), 'Address' (123 Sample Address), 'City' (Carmel), 'State' (IN), 'Zip' (46032), and 'Country' (US). A red arrow points from the 'ADD PAYMENT OPTION' button to the 'Payment Options' window.

### 4. Complete the remaining required payment fields and click the Continue button if you want this to be one-time payment.

**NOTE:** Payments should be scheduled five business days in advance to allow for processing, weekends, and holidays to ensure payments are received on time. Please refer to the current year's enrollment agreement to verify tuition due date.

**OPTIONAL:** If you are setting up a recurring payment, click the gray bar and complete the additional information requested.

The image shows the payment form with the 'Pay From Account' dropdown set to 'Primary Checking'. A gray bar with the text 'Click here if you would like to make this a recurring payment' is expanded to show a recurring payment configuration panel. This panel includes fields for 'Frequency' (Once a Month), 'Payment Day' (25), 'Start Date' (7/25/2016), '# Of Payments' (10), and 'Next Payment Date' (7/25/2016). There are also checkboxes for 'Infinite Payment' and 'Include a Single Payment Now'. A red bracket highlights the recurring payment configuration panel.

5. RESULT: The following entry confirmation screen will appear and will include an Authorization Agreement. Review this information, then click the Agree and Submit button to process your transaction.

Amount: \$1,467.70

Payment Type: Tuition/Fee Payment (ACH ONLY)

From Account: Primary Checking

Student Name: Joe Student

Next Recurring Payment: \$1,467.70 - Once a Month on the 25

Include a Single Payment Now: No

**Authorization Agreement:**

I, [redacted] authorize **Midwest Academy, Inc.** to electronically debit my account for the amount indicated above on a recurring basis. The first payment of \$1,467.70 will be electronically debited from my account on 7/25/2016, or the next business day. After the first payment, there will be additional debits of \$1,467.70 on a recurring payment schedule as indicated below.

<b>Frequency:</b>	Once a Month
<b>Payment Day:</b>	7/25/2016
<b>Number of Payments:</b>	10

I understand that it is my responsibility to manage my recurring payment which includes but is not limited to modifying or cancelling any future dated payment

I agree to have sufficient funds in my account for the transaction above, and understand that my financial institution may assess fees if there are insufficient funds in my account. I acknowledge that it will not be the responsibility of **Midwest Academy, Inc.** to pay any transaction fees that may be assessed by my financial institution.

CANCEL AGREE AND SUBMIT ▶

6. RESULT: The following payment confirmation screen will appear. Click the Save Receipt button to save an electronic version. Click the Print Receipt button at the bottom of the screen to print a hard copy. Click Close to return to the Home Page.

Response: **Successfully created recurring payment.**

Amount: \$1,467.70

Payment Type: Tuition/Fee Payment (ACH ONLY)

Account #: Primary Checking

Transaction Date: 4/21/2016 12:32 PM

Student Name: Joe Student

**Authorization Agreement:**

I, [redacted] authorize **Midwest Academy, Inc.** to electronically debit my account for the amount indicated above on a recurring basis. The first payment of \$1,467.70 will be electronically debited from my account on 7/25/2016, or the next business day. After the first payment, there will be additional debits of \$1,467.70 on a recurring payment schedule as indicated below.

**Frequency:** Once a Month  
**Payment Day:** 7/25/2016  
**Number of Payments:** 10

I understand that it is my responsibility to manage my recurring payment which includes but is not limited to modifying or cancelling any future dated payment

I agree to have sufficient funds in my account for the transaction above, and understand that my financial institution may assess fees if there are insufficient funds in my account. I acknowledge that it will not be the responsibility of **Midwest Academy, Inc.** to pay any transaction fees that may be assessed by my financial institution.

In the case of a returned transaction, I authorize the resubmission of the entry and, as applicable, an additional debit of the above account up to the state maximum return fee amount.

My entry of the information above and the acceptance of this agreement shall be my signature to execute this transaction.

The authorization of this transaction or a future transaction may be revoked, prior to processing, by contacting us at 317-843-9500. The authorization of a future scheduled payment may also be revoked by disabling or deleting the recurring payment.

Please print this confirmation as your receipt and copy of your authorization before clicking the "Submit" button.

Please remember to record this payment in your account records.

CLOSE SAVE RECEIPT ▶ PRINT RECEIPT ▶

- To edit or delete a scheduled payment, click on the specific payment line listed under the Scheduled Transactions section on the home screen.

Scheduled Transactions			
Next Payment Date	Amount	Payment Type	
07/25/2016	\$1,467.70	Tuition/Fee Payment (ACH ONLY)	Enabled

- RESULT: Payment details will appear below the payment line. Enter your changes. You may check the Delete Payment box to delete the payment. Click the Submit button to process your changes.

Scheduled Transactions			
Next Payment Date	Amount	Payment Type	
07/25/2016	\$1,467.70	Tuition/Fee Payment (ACH ONLY)	Enabled

  

Amount:	<input type="text" value="\$1,467.70"/>	Payment Type:	<input type="text" value="Tuition/Fee Payment (ACH ..."/>	Select Account:	<input type="text" value="Primary Checking"/>
Frequency:	<input type="text" value="Once a Month"/>	Payment Day:	<input type="text" value="25"/>	Start Date:	<input type="text" value="7/25/2016"/>
# Of Payments:	<input type="text" value="10"/>	# Payments Made:	<input type="text" value="0"/>	Next Recurrence:	<input type="text" value="7/25/2016"/>
<input type="checkbox"/> Infinite Payment		<input type="checkbox"/> Enabled		<input checked="" type="checkbox"/> Delete Payment	
				<input type="button" value="CANCEL"/>	<input type="button" value="SUBMIT"/>

- Click Logout to exit the system.

Welcome, Joe	Not You? <input type="button" value="Logout"/>	<input type="button" value="MAKE A PAYMENT"/>	<input type="button" value="EDIT PAYMENT OPTIONS"/>	<input type="button" value="EDIT PROFILE"/>
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***If you have any questions or need further assistance, please contact Karla Walsworth at 317-843-9500.***