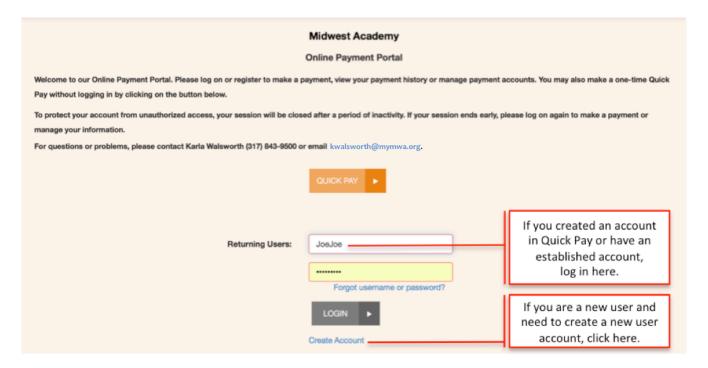
Make Single and/or Recurring Tuition Payments (User Sign In)

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 reentering 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.



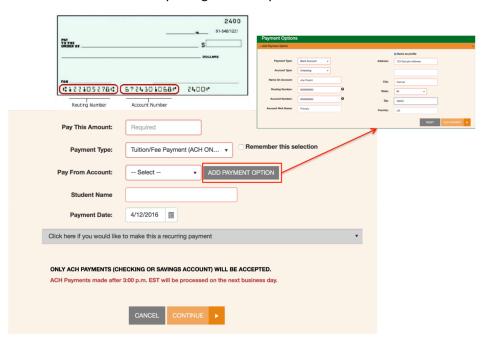
2. On the home screen, click the Make A Payment button.



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.

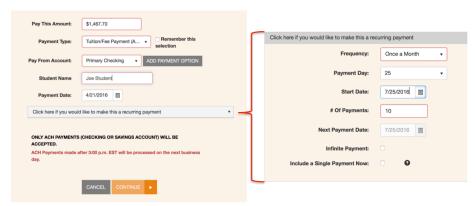
After entering this information, you will return to the payment screen and will see your payment option appear in the Pay From Account drop-down list. The system will store this information with your profile. Therefore, you will also see this information when you log into the system in the future.



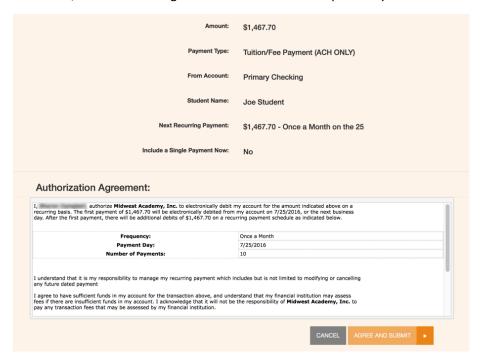
4. Complete the remaining required payment fields and click the Continue button if you want this to be one-time payment.

<u>NOTE</u>: 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.

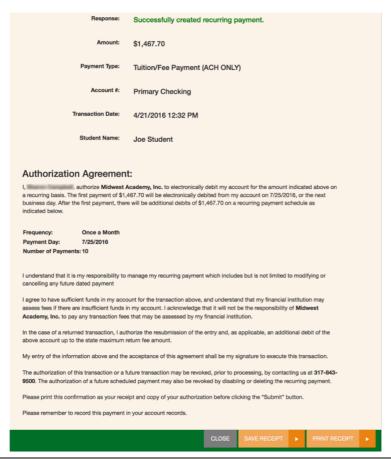
<u>OPTIONAL</u>: If you are setting up a recurring payment, click the gray bar and complete the additional information requested.



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.



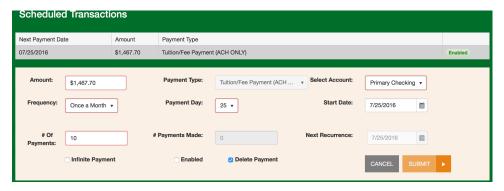
6. RESULT: The following payment confirmation screen will appear. Click the Save Receipt button to save an electronic version. Click the Print Receipt button at the bottom of the screen to print a hard copy. Click Close to return to the Home Page.



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



8. 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.



9. Click Logout to exit the system.



If you have any questions or need further assistance, please contact Karla Walsworth at 317-843-9500.