

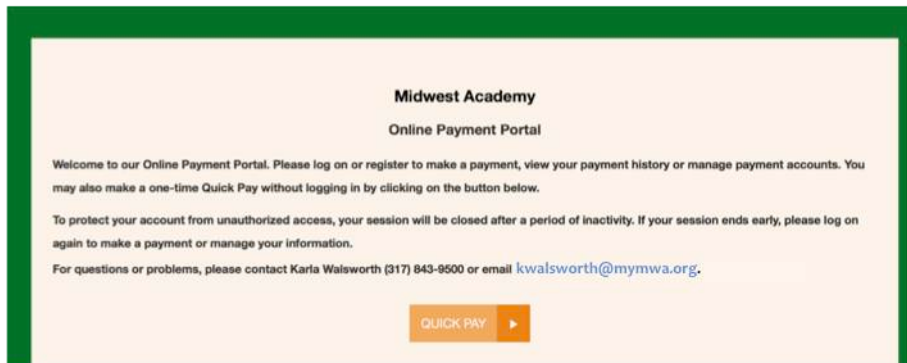
Online Payment Portal

Quick Pay

This document provides instructions on how to use the online payment portal to securely pay tuition as a guest, without setting up a user account. The online portal will only accept electronic funds transfer (EFT/ACH) from a checking or savings account. Users have the option to retain account information for future payments. Payments made after 3:00pm (EST) will be processed the next business day.

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

1. Click the Quick Pay button to pay as a guest.



2. Select Tuition/Fee Payment (ACH ONLY) in the Payment Type drop-down menu and complete the remaining fields.

A screenshot of the payment form. The form fields are as follows: Payment Type: Tuition/Fee Payment (ACH ONLY) (dropdown); Pay This Amount: \$1,467.70; Student Name: Joe Student; Payment Type: Bank Account (dropdown); Account Type: Checking (dropdown); Name On Account: Joe Parent; Is Business Account: (checkbox, unchecked); Routing Number: 99999999; Account Number: 99999999; Address: 123 Sample Address; Suite/Apt #: (empty); City, State, Zip: Carmel, IN, 46032; Country: US; Email Address: joe@email.com; Confirm Email Address: joe@email.com; Register and Save Payment Information: (checkbox, unchecked). At the bottom, there are "CANCEL" and "CONTINUE" buttons. An overlay image of a check is shown on the right side of the form. The check is for \$2,400.00, payable to the order of "PAY TO THE ORDER OF". The check number is 2400. The routing number is 224052761 and the account number is 6724304066. The check is dated 12/12/11.

3. OPTIONAL: To save your account information for future payments, check the Register and Save Payment Information box. You will be prompted to provide information in a few additional fields that will appear, which will quickly set up a user account. The green checkmark next to the Username field indicates that the username you entered is available. A red checkmark indicates that the username you entered is not available; you should re-enter another username until you see a green checkmark.

The screenshot shows a registration form with two main sections. The left section contains fields for 'Email Address' (joe@email.com) and 'Confirm Email Address' (joe@email.com). Below these is a checkbox labeled 'Register and Save Payment Information' which is highlighted with a red box. Underneath the checkbox, there is a warning: 'ONLY ACH PAYMENTS (CHECKING OR SAVINGS ACCOUNT) WILL BE ACCEPTED. ACH Payments made after 3:00 p.m. EST will be processed on the next business day.' At the bottom of this section are 'CANCEL' and 'CONTINUE' buttons. A red callout box points from the 'Register and Save Payment Information' checkbox to the right section of the form. The right section contains fields for 'Phone' (317-123-4567), 'Secret Question' (Favorite Food), 'Secret Answer' (*****), 'Confirm Secret Answer' (*****), and 'Username' (JoeJoe) which has a green checkmark to its right.

4. Click the Continue button to proceed to the next screen.
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.

The screenshot shows an entry confirmation screen with the following details: Amount: \$1,467.70; Payment Type: Tuition/Fee Payment (ACH ONLY); Student Name: Joe Student; Account Type: Checking; Routing Number: 9999999; Account Number: 9999999; Name: Joe Parent; Billing Address: 123 Sample Address, Carmel, IN 46032; Email: joe@email.com. Below this information is an 'Authorization Agreement' section. The agreement text reads: 'I, Joe Parent, authorize Midwest Academy, Inc. to electronically debit my account for the amount indicated above. 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 acceptance of this agreement may be revoked, prior to the processing of this transaction, by contacting us...'. At the bottom of the screen are 'CANCEL' and 'AGREE AND SUBMIT' buttons.

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 Quick Pay Home Page.

Response: **Success**

Amount: \$1,467.70

Payment Type: Tuition/Fee Payment (ACH ONLY)

Student Name: Joe Student

Account Type: Checking

Routing Number: 9999999

Account Number: 9999999

Name: Joe Parent

Billing Address: 123 Sample Address
Carmel, IN 46032

Email: joe@email.com

Reference Number: NNW4YQQFBA3

Authorization Agreement:

I, **Joe Parent**, authorize **Midwest Academy, Inc.** to electronically debit my account for the amount indicated above.

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 acceptance of this agreement may be revoked, prior to the processing of this transaction, by contacting us at **317-843-9500**.

CLOSE **SAVE RECEIPT** ▶ **PRINT RECEIPT** ▶

NOTE: You will receive an email notifying you of this electronic transaction.

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