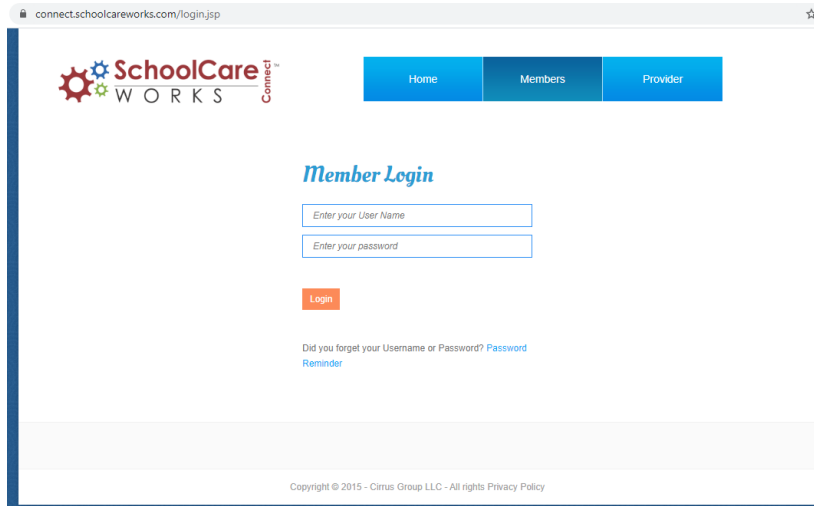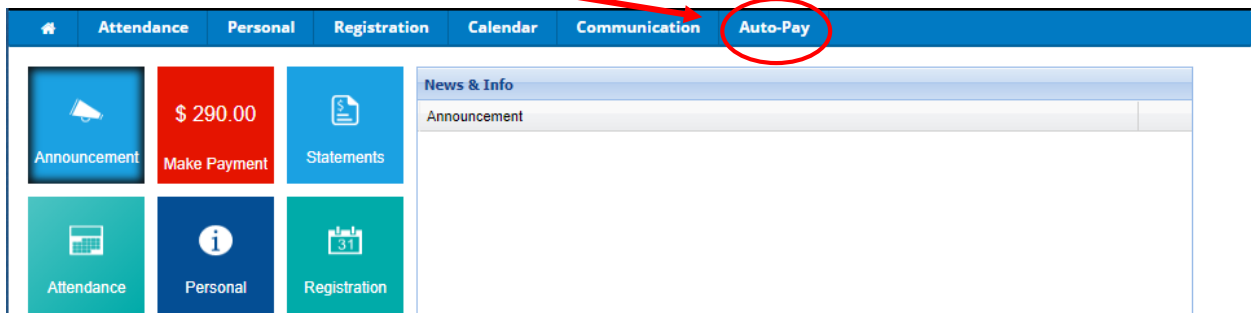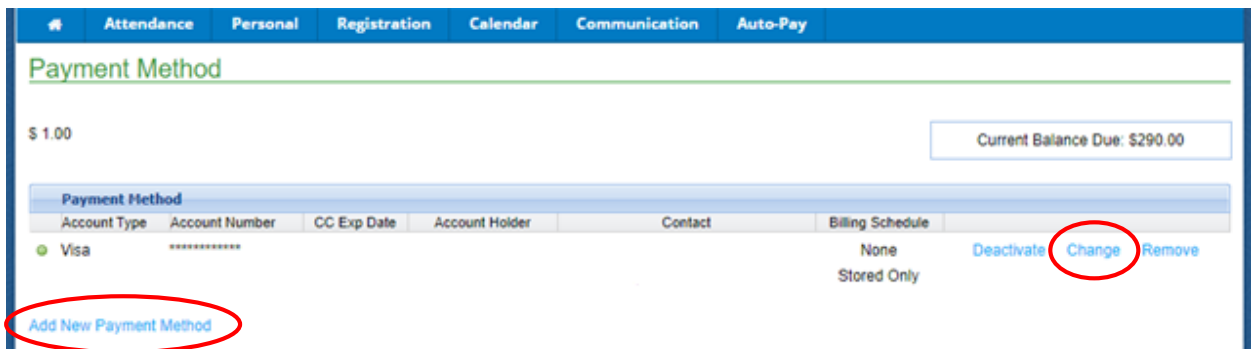# Signing Up for Auto Pay

Sign into your School Care Works Parent Portal account.

Select the Auto-Pay tab across the top.

Your previously used credit card information will show up here, or add new payment method. Then select "Change".

Make sure your information is correct, and then select UPDATE to activate the auto pay option. This means that you agree to have the programs full amount charged on the last business day of each month.

It will then ask for confirmation of your decision, select OK . It will then direct you to the confirmation page. Your auto payment is now set up!