



Attention Parents,

We are offering another method of payment as a choice to pay electronically, directly from your bank into the school bank account (ACH) feature.

To receive invoices and use the Procure system to pay the tuition fees electronically, the first step is to create an account. You will get an email from Procure once your child is enrolled.

When you receive the email there will be instructions on how to create an account.

After you create an account:

1. Log into your Procure account
2. On dashboard box: Click on Payment tab (on left hand side) it shows pay now with current balance
3. Click Pay Now button; it says set up payment method (click this button)
4. Add ACH Account (click this).
5. There is a \$1.00 surcharge fee for using this ACH method.
6. Please add the \$1.00 surcharge fee onto the total.
7. Once the payment goes into the school bank account, the school will get a notification about the transaction.
8. You may use this method to pay the tuition/other fees directly every month.

*You may still submit a cashier's check, cash or a personal check directly to the school via bill pay or drop off to the office.*

Preschool parents are required to create an account for daily check in/check out.

Please follow instructions above on how to add the payment feature and get started.

If you have any questions, please email Ms Christina at [Christina@oneontamontessori.com](mailto:Christina@oneontamontessori.com).

Sincerely,

Ms. Fiona