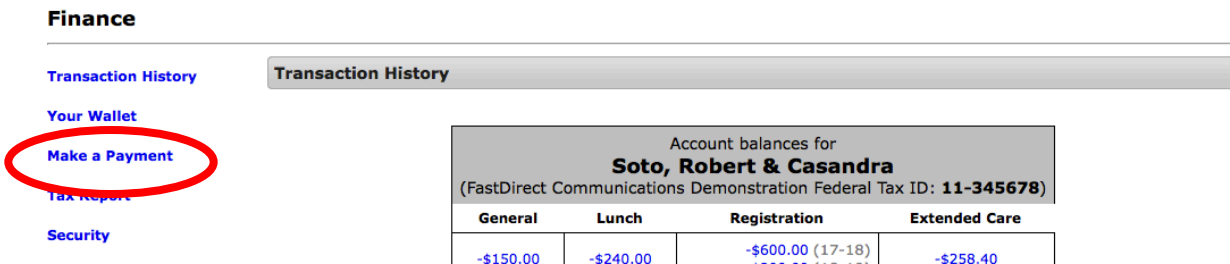


Using Fast Direct to Make Payments

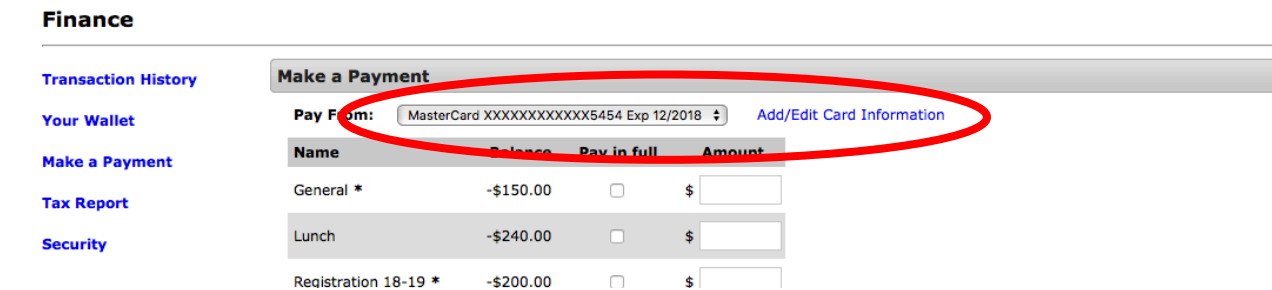
1. Login to your Fast Direct account (you can access Fast Direct through our website at www.trinityfirstschool.org). If you don't know your username and password, contact the office.
2. Click on the "Finance" icon at the top of the screen.



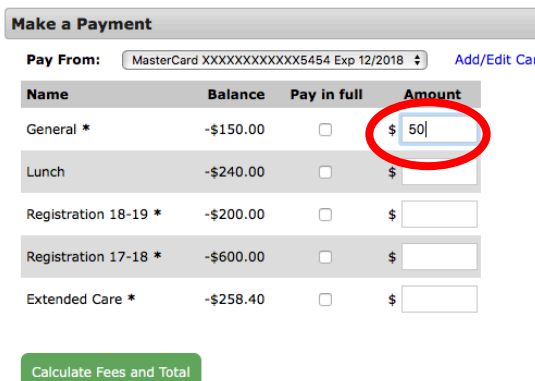
3. Click on "Make a Payment" on the left-hand side.



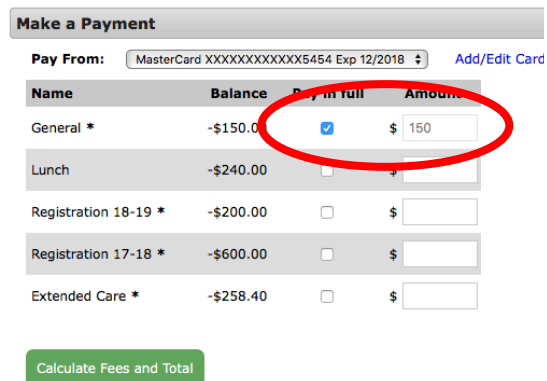
4. If this is the first time making a payment, you will need to Add/Edit Card Information first. If you have already added card information, make sure that card is selected in the dropdown menu.



5. You may either enter your own amount, or you may click the checkbox under "Pay in Full" to pay the balance. You may pay for multiple categories at a time.



* A 3% Convenience Fee will be added to offset electronic processing costs.



* A 3% Convenience Fee will be added to offset electronic processing costs.

6. Click "Calculate Fees and Total" to review your payments.

Finance

Transaction History | **Make a Payment**

Your Wallet | Pay From: MasterCard XXXXXXXXXXXX5454 Exp 12/2018 | Add/Edit Card Information

Name	Balance	Pay in full	Amount
General *	\$150.00	<input type="checkbox"/>	\$ 50
Lunch	-\$240.00	<input type="checkbox"/>	\$
Registration 18-19 *	-\$200.00	<input type="checkbox"/>	\$
Registration 17-18 *	-\$600.00	<input type="checkbox"/>	\$
Extended Care *	-\$258.40	<input type="checkbox"/>	\$ 10

Calculate Fees and Total

* A 3.0% service fee will be added to offset electronic processing costs.

7. Click "Submit Payment"

Finance

Transaction History | **Make a Payment**

Your Wallet | Pay From: MasterCard XXXXXXXXXXXX5454 Exp 12/2018

Name	Amount
General	\$50.00
Fee: General	\$1.50
Extended Care	\$10.00
Fee: Extended Care	\$0.30
Total:	\$61.80

Submit Payment | Cancel

8. You will see your confirmation page and can print the receipt if you would like.

Transaction History | **Payment Results**

Thank you - your payment has been processed.

The details below have been sent to your FMail account as well.

Robert & Casandra Soto
54201 sw 22nd Ave.
Kirkwood, MO 63122

Payment Details:
Robert Soto

Payment Method: MasterCard XXXXXXXXXXXX5454 Exp 12/2018

Name	Amount		Reference #
General	\$50.00	✓	550318
Fee: General	\$1.50	✓	
Extended Care	\$10.00	✓	550319
Fee: Extended Care	\$0.30	✓	
Total:	\$61.80		

Print Receipt