

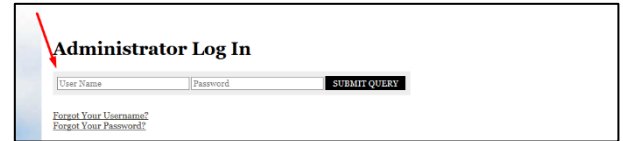
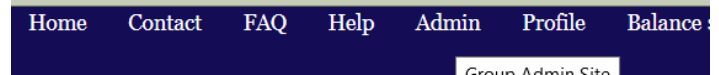
FCCT Tutor Instructions

Accounting Steps to Process Tuition Payments & Send Member Receipt

1. Login to your FCCT Tutor or Family account

(firstclassclackamasteens.org)

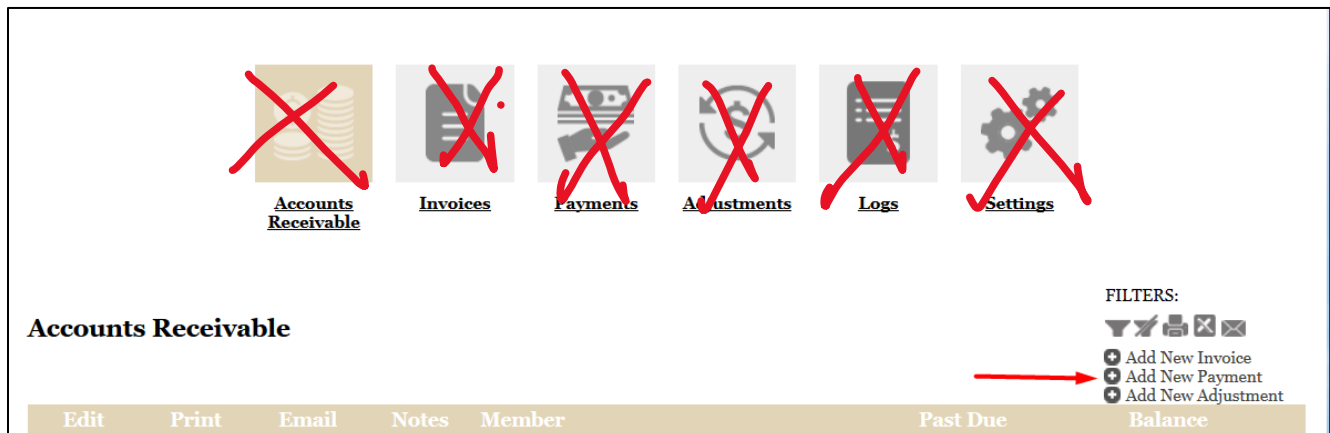
- Click the **Admin** button at the very top navigation bar to open the Admin Log In page.
- User Name: **TADMIN** (same for all tutors)
- Password: will be *sent separately or please request it.* (this gives access to the Class Registration and Accounting sections of FCCT's Admin side).
- Click Submit Query



2. From the Tutor Admin side, you will only have access to the Accounting and Class Registration functions. On the top navigational bar, put your mouse over and click the Accounting drop down button.



3. After the Accounting page opens, put your mouse over and click the Add New Payment button. This opens the Add New Payment page (see next page).



4. From the **Add New Payment** page; PLEASE follow the directions. **DO NOT** use or select any of the links at the top of the page.



Add New Payment

Member:

Date:

Description:

Admin Notes:

Type:

Transaction ID:

Amount:

Send Email? Yes No

SAVE **SAVE AND ADD TO BATCH INPUT**

- Select the Member** (parent name)
 - This opens the member's tuition due for **ALL** classes
 - Find your class by name or description (see below sample)
 - Select the payment amount received (all or partial); this will show at the bottom as the total payment being made
- Add a payment description**
 - Fall Term Bible & Logic full payment, or 1 of 4, or other info
 - If a discount or waiver was given, list amount paid
- Select payment type:** PayPal, Credit, Check, Cash
- Add Transition ID** (i.e. check #, etc.)
- Select Email toggle to Yes** (this sends the member a receipt)
- Click the Save button** to save the payment in the

[Non-Member Mailing List Sign-up](#)

Please note: if a member makes a payment **through HSL/PayPal**, you DO NOT have to process the payment. The system will process it automatically for you. The PayPal selection option above would be for those paying by PayPal outside of HSL (*directly using your personal PayPal link*). Treat a payment using your personal link as if it were a check.

PLEASE NOTE: The accounting system is based on **Members, not classes**. Under the member's name all the classes their student(s) are taking will be listed, as well as the tuitions tied to those classes.

Please be careful to only select tuitions payments for your class and invoice only.

Add New Payment

Member:

Category / Invoice	Account	Description	Amount	Pay
CRRP-843518	Wright, Ken	Class Registration for Kaleb Meiers - Bible & Logic: Answer to Many Cultural Questions (payment #2)	\$30.00	<input type="checkbox"/>
CRRP-843519	Wright, Ken	Class Registration for Kaleb Meiers - Bible & Logic: Answer to Many Cultural Questions (payment #3)	\$30.00	<input type="checkbox"/>
CRRP-843520	Wright, Ken	Class Registration for Kaleb Meiers - Bible & Logic: Answer to Many Cultural Questions (payment #4)	\$30.00	<input type="checkbox"/>
CRRP-843521	Wright, Ken	Class Registration for Kaleb Meiers - Bible & Logic: Answer to Many Cultural Questions (payment #5)	\$30.00	<input type="checkbox"/>