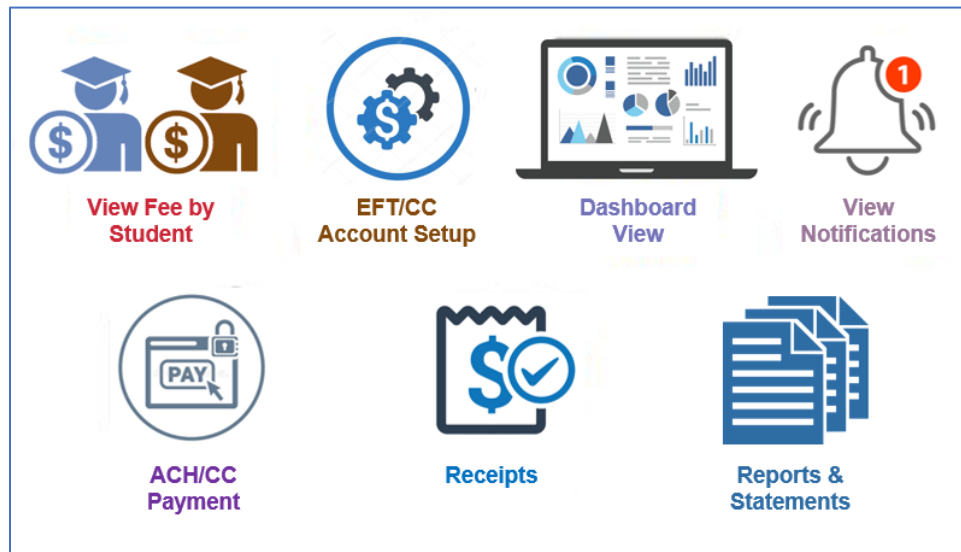

Parent Payment

Matt Money is a simple and secure way for parents to transact and manage all their school payments for tuition, school meals, and other school activities. This document provides instructions on how to make a payment method on a charge from a school.

Overview

Parents (or relatives) may pay school fees using a bank transfer (EFT – Electronic Funds Transfer) or with a credit card (Visa, MasterCard, Discover, or American Express). Account information must be entered via the OptionC Parent Portal. Parents can be assured that this information is secure in the **Matt Money** system. Only the logged-in parent has access to specific payment information. Refer to the support document, *Parent Account Setup*, for instructions on how to add a payment method to a parent’s account.



Getting Started

Login to the **Parent Portal** (**Matt Money** cannot be accessed from a student login)

Click the **★ New Family Site (Beta)** tab



The homepage shows the list of charges from the school and payments made by the parents.

BILLING (View billing transactions)

All Students

The balance for All Students, school year 2018 - 2019 is: (\$794.50)
The overall balance for All Students, 09/15/2017 - 07/31/2021 is: (\$3,144.50)

I agree to pay **Matt Money (ACH)** annual processing fee of **\$0** for the year

Billing 2018 - 2019

Show 25 entries Search:

Date	Category	Amount	Description	Status	Reference #	Notes
01/21/2019	Band	\$15.00	Payment Received	Completed	465	School Band Fundraiser - Spring Concert
12/05/2018	Band	(\$50.00)	Band Fee	Charged		
11/13/2018	Fundraiser	(\$9.50)	School Shirt	Charged	Shirt18	Fundraiser T-shirt
03/15/2019	Tuition	(\$250.00)	1 Child Catholic Tuition	Charged	010	1 Child Tutition
03/01/2019	Tuition	(\$250.00)	1 Child Catholic Tuition	Charged	010	1 Child Tutition
02/15/2019	Tuition	(\$250.00)	1 Child Catholic Tuition	Charged	010	1 Child Tutition

Showing 1 to 6 of 6 entries

Click on the name of the child to see charges/payments specific to that child.

BILLING (View billing transactions)

All Students

The overall balance for Michael Camp, 12/05/2018 - 07/31/2021 is: (\$35.00)

I agree to pay **Matt Money (ACH)** annual processing fee of **\$0** for the year

Billing 2018 - 2019

Show 25 entries Search:

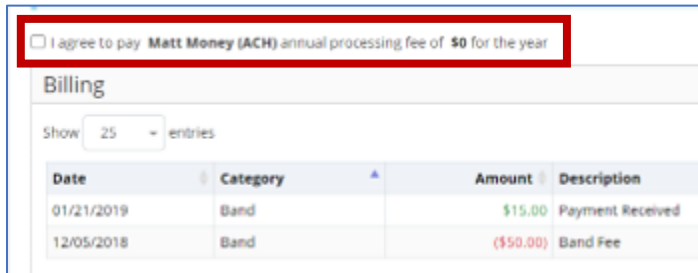
Date	Category	Amount	Description	Status	Reference #	Notes
01/21/2019	Band	\$15.00	Payment Received	Completed	465	School Band Fundraiser - Spring Concert
12/05/2018	Band	(\$50.00)	Band Fee	Charged		

Showing 1 to 2 of 2 entries

Annual Fee

Each family is charged an **annual fee** for the use of the **Matt Money** system.

Click the checkbox on the Billing dashboard to acknowledge payment of the annual fee.



The screenshot shows a 'Billing' section with a checkbox labeled 'I agree to pay Matt Money (ACH) annual processing fee of \$0 for the year'. Below this is a table with columns for Date, Category, Amount, and Description. The table contains two entries: one for 01/21/2019 with a category of 'Band' and an amount of '\$15.00' (Payment Received), and another for 12/05/2018 with a category of 'Band' and an amount of '(\$50.00)' (Band Fee).

Date	Category	Amount	Description
01/21/2019	Band	\$15.00	Payment Received
12/05/2018	Band	(\$50.00)	Band Fee

Each school year, the first payment made by the family to the school will include the annual **Matt Money fee.**

Other Fees

There are no additional fees for Electronic Funds Transfer (EFT) from a parent's bank account.

A 3% fee will be added to payments made using a credit card.

Payment Processing

Payments made before 5:00 PM Eastern time will be deposited in the school's account within 72 hours.

Make a Payment

Payments made by **5:00 PM Eastern time (ET)** will be processed the **next business day**.

For example, a payment made by 5:00 PM ET on Monday will be processed on Tuesday.

Note that a payment made on Friday will be processed on Monday (if Monday is not a holiday).

Click **Make a Payment**.

The screenshot shows a web interface with a top navigation bar containing three buttons: 'All Students' (with a dropdown arrow and 'ALL' below it), 'Courtney Camp', and 'Michael Camp'. Below these is a large light blue horizontal bar. To the right of this bar are two buttons: 'Make a Payment' (highlighted with a red box) and 'Account Settings'. Below the buttons is a search bar with the text 'Search:' and a dropdown menu showing '2018 - 2019'. At the bottom, there is a table header with columns for 'Status', 'Reference #', and 'Notes'.

Select the category/categories payment will be applied to for each student.

Type the amount for each category or use the amount due, as indicated.

The screenshot shows a 'Make a Payment' form with a title bar and a 'Total Amount Due: \$3,144.50' on the right. The form is divided into two columns: 'Courtney Camp' and 'Michael Camp'. Each column has a list of categories with checkboxes and an 'Amount Due' field. A red box highlights the 'Book Fee' checkbox in the 'Courtney Camp' column and its corresponding 'Amount Due' field of \$50.00. Another red box highlights the 'Amount Due' field of \$35.00 in the 'Michael Camp' column. Below the categories is a 'Token No: *' dropdown menu with '(Select)' and a checkbox for 'I Agree to Terms and Conditions'. At the bottom, there are three buttons: 'Account Settings', 'Payment Amount: \$3,144.50', and 'Cancel'.

Category	Amount Due
<input checked="" type="checkbox"/> Book Fee	\$ 50.00
<input checked="" type="checkbox"/> Fundraiser	\$ 9.50
<input type="checkbox"/> Lunch/Meals	\$ 0.00
<input type="checkbox"/> Other	\$ 0.00
<input checked="" type="checkbox"/> Tuition	\$ 3050.00

Category	Amount Due
<input checked="" type="checkbox"/> Fund	\$ 35.00
<input type="checkbox"/> Lunch/Meals	\$ 0.00
<input type="checkbox"/> Other	\$ 0.00
<input type="checkbox"/> Tuition	\$ 0.00

Make a Payment

Courtney Camp

	Amount Due
<input checked="" type="checkbox"/> Book Fee	\$ 50.00
<input checked="" type="checkbox"/> Tuition	\$ 9.50
<input checked="" type="checkbox"/> Lunch/Meal	\$ 50.00
<input type="checkbox"/> Other	\$ 0.00
<input type="checkbox"/> Tuition	\$ 0.00

Check box(es) to select category/categories.

Enter payment amount for each category.
(Amount due is shown and may be overwritten.)

Select the payment method from the **Token Number** pulldown menu.

Note: The **Token Number** is generated by the software.

It is not the bank account or credit card number.

Check the box to **Agree to Terms and Conditions**. This needs to be done one time only.

Note: Click on the **I Agree to Terms and Conditions** link to read the terms and conditions.

Tuition

Token No: *

(Select)

[I Agree to Terms and Conditions](#)

Account Settings **Payment Amount: \$2.00** Cancel

Click blue **Payment Amount: \$X.XX** button to make the payment.

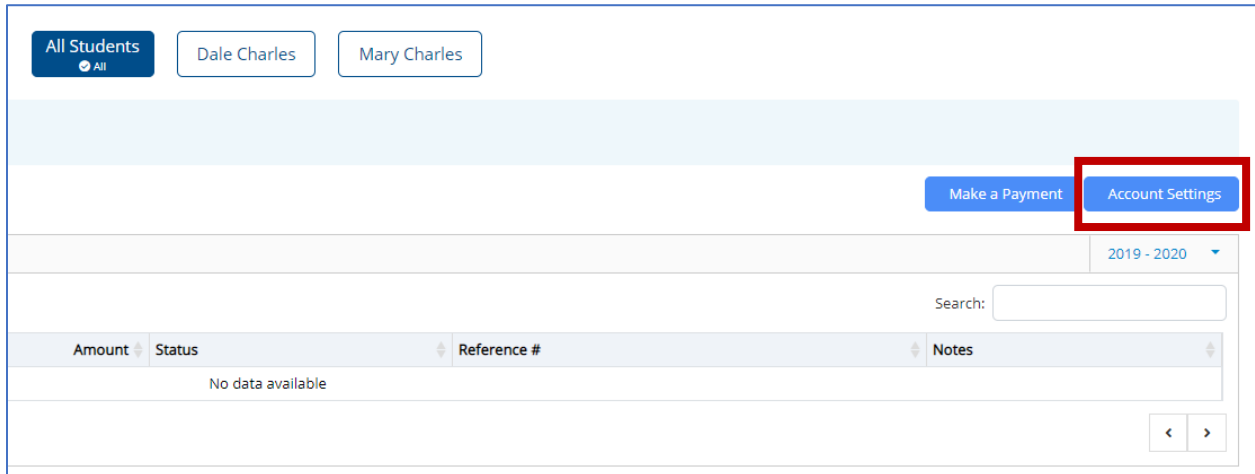
Or click **Cancel** to leave this page without making a payment.

Automatic Payments

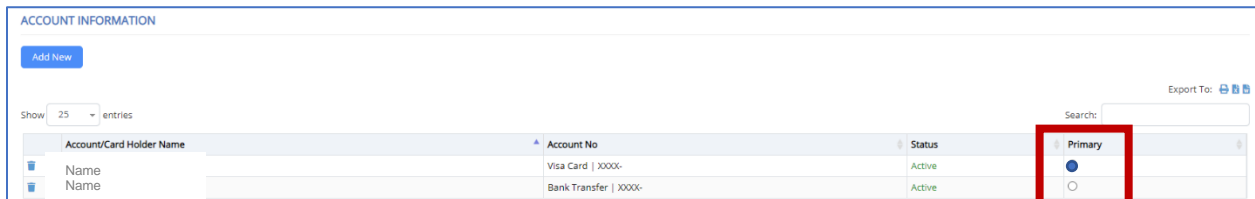
Schools have the option to create a charge that will deduct money from a parent’s bank account or charge a parent’s credit card automatically. Examples include monthly tuition payments or a one-time fee.

Parents may select which bank account or credit card will be used for automatic payments.

Click **Account Settings** to view the payment information.



Click the radio button in the **Primary** column to select the account that will be used for automatic payments. The first account created by the parent will be selected as the default unless the parent selects a different account.



Parents will receive a notification from the school in the Parent Portal homepage prior to an automatic payment date.

Automatic payments will be deducted from the parent’s bank account by 5:00 PM Eastern Time (ET) on the day the charge occurs. Changes to the account used for payment must be made prior to this time.

Refunds/Contested Charges

A parent who requests a refund or contests a charge should contact their child’s school directly.

The school will determine whether a refund is required and will issue a credit to the parent’s account.