

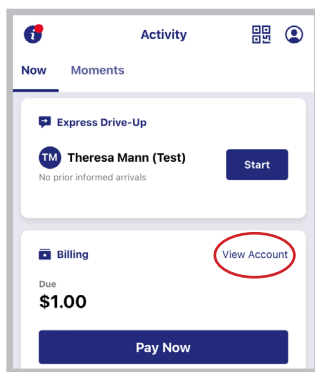


How to Manage Billing in the MyFoundations App

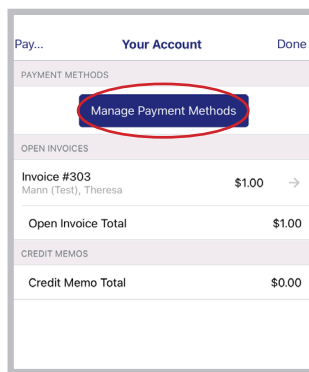
Follow the steps below to view your weekly invoices and manage billing & payments in the MyFoundations app!

How do I set up a payment method?

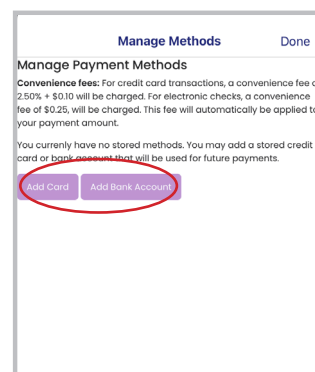
1 Open the MyFoundations app and click the **View Account** link under Billing.



2 Click **Manage Payment Methods**. Complete the fields and click Submit.



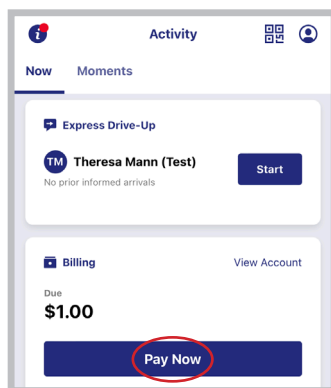
3 Click **Add Card** to add a credit or debit card or **Add Bank Account** to set up ACH payment.



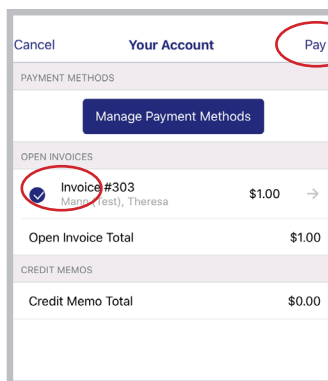
Note: Once a card or bank account has been added, you can set up autopay.

How do I pay my tuition?

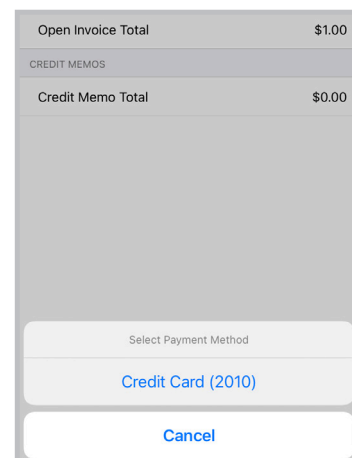
1 When invoices are sent, you will see a billing overview when you open the app. Tap on the **Pay Now** button to view your invoice.



2 Next, select the invoices you would like to pay, and then click **Pay** in the upper right-hand corner of the screen.



3 Then, select your method of payment, and click Submit!



All payments made via credit or debit card will incur a credit card processing fee. This fee is based on a blended credit card fee equal to 2.5% of the transaction amount + \$0.10. To avoid this fee, you may set up ACH payment through the app and have payments drafted from your bank account. ACH payments are \$0.25 per transaction.

