

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.







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?

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.

()	Activity	# (
Now Mor	nents			
🗭 Expres	s Drive-Up			
	r esa Mann (Test) rmed arrivals	Start		
Billing		View Account		
Due \$1.00				
Pay Now				

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

PAYMENT METHODS Manage Payment Meth OPEN INVOICES Invoice #303 Manufrest), Theresa	hods
OPEN INVOICES	hods
Invoice#303	
	\$1.00 $ imes$
Open Invoice Total	\$1.00
CREDIT MEMOS	
Credit Memo Total	\$0.00

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

Open Invoice Total	\$1.00
CREDIT MEMOS	
Credit Memo Total	\$0.00
Select Payment Method	
Credit Card (2010)	
Cancel	

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.

