

Detailed Directions for Online Payments to Immanuel Lutheran School

1. In your browser type the following url or click on the link below if you are viewing these directions electronically.

ilcsw.online/school-payments

<https://www.ilcsw.online/school-payments>

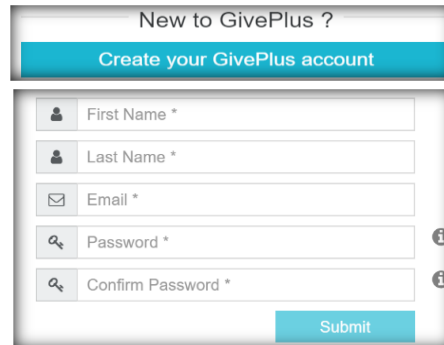
Tip: Mark this webpage as a favorite webpage for future use.

This site cannot be used for debit or credit card payments.

2. If you are a first time user:

Click "**Sign in/Sign up**" on the right side of the screen. Then on the next page click: "**Create your GivePlus account**"

[Sign In / Sign Up](#)



Fill in your account details >>>

Once you have created your user id email and password and submitted it, you will get the message:

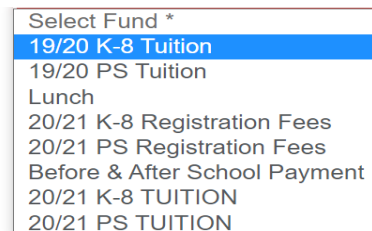
"Your Account Has Been Successfully Created. Click "OK" to proceed"

You may now re-enter the site to make payments or choose from the dropdown Menu.

3. To make a payment choose "**Give Now**" A payment in the site is named as a "**Donation.**"

Select the fund/account you will be paying.

The fund/account choices are:

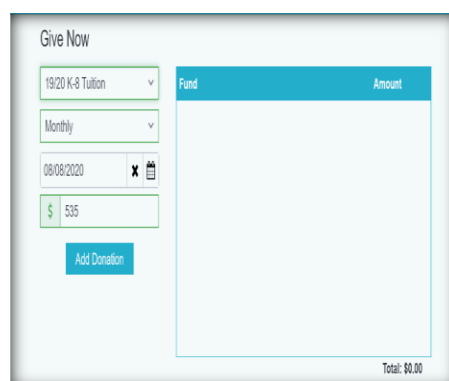
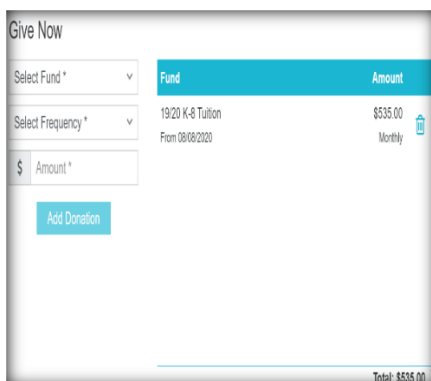


Select the frequency of your payment: The choices are: One Time, Weekly, Bi-Weekly, Monthly, Quarterly and Annual.

Select the **date** you want your payment initially drawn.

Select the **amount** you want drawn from your account.

When done click on the "**Add Donation**" button and your selection will appear in the box on the right labeled "Fund." When correct: Click "**Next**"



4. Under the heading "Pay by Checking/Savings Account" input your:

Name, Address, Address 2, City, State, Zip Code

Denote whether you will have the funds drawn from your **Checking or Savings** account.

Review the sample check picture

Enter your Routing Number- double check your entry

Enter your Account Number-double check your entry

Hit "Next"

Pay by Checking/Savings Account

Name *

Address *

Address 2

City *

STATE * Zip Code *

Checking Savings

Routing Number *

Account Number *

Next

5. On the next page review your "Donation Summary"

In review, if anything is incorrect hit the "Back" button to edit your information

If satisfied, click on "Donate Now" to proceed with your payment.

Donation Summary

Donor Name
Sample Family

Account Number
****8546

| Fund | Amount |
|--------------------------------------|---------------------|
| 19/20 K-8 Tuition From 08/08/2020 | \$535.00 Monthly |

Total: \$535.00

Unless receiving a pop-up incomplete message, your payment is now complete.

6. You may sign back into the system and select the following options under the Menu Icon>>>

Menu choices are:

Donations: Give Now

Donations: Giving History

Donations: Recurring Donations (Payments)

Account Profile: Personal Information

Account Profile: Payment Methods

Logout

We will receive notice of your payment and make any corrections on the fund/acct. chosen, as we apply it to your balance in Fast Direct.

