



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# SCHOOLAGE SERVICES

## Setting Up Auto Draft & Updating Payment Method

**1** Sign into your account profile at [midtn.reliqucore.com/login](http://midtn.reliqucore.com/login)

**2** Click on the "Methods" tab

Christ Church  
Active, First Joined: 1/31/16 @12:00pm  
Last Reactivated: 8/17/20 @6:55am  
\$ 186.00 / quarterly on 04/01/2022 by invoice  
Discounts: NONE  
Web User: [redacted] (Reset Password)  
(Assign Web User)

Current Due: 0.00  
Unscheduled Due: 670.00

Navigation: Invoices, **Methods**, Programs, Donations, Journal, Add Fee / Credit

**3** Click the "Payment Methods" tab and select "Add new Method"

Association Wide - Two Plus UID: 807793

Account Invoices **Payment Methods** Programs Unpaid Journal Scheduling

**+ Add New Method**

**4** Enter the Name and Billing Address for the payment method and select the payment method

New Payment Method

First Name \* Last Name \*  
Jane Doe

Billing Address \*  
111 Anytown

City \* State \* Zip \*

Clarksville Tennessee 37000

Payment Method \*  
- Select Payment Method -

Please select a payment method

Use for membership auto draft

Close Save

\*Choose one of the following:

- **Credit Card** (any major credit card or debit card)
- **e-Check / EFT / ACH** (personal checking account – must enter routing and account number- will be drafted as an Electronic Funds Transfer (EFT))
- **SAS Payment (FSA / Dependent Care Included)** – Preferred for all SAS payments. But **MUST** be used if drafting from a dependent care card or FSA account

**5** Click "SAVE"

**6** Click on the "Unpaid Tab"

Account Invoices Payment Methods Programs **Unpaid** Journal Scheduling

**7** Under the "Unpaid Items," click on boxes next to the session dates to be scheduled to draft, or click on the box next to "All", this will select All sessions

Unpaid Items Cancel

Open All Close All Print Selected + Add Fee

<input checked="" type="checkbox"/> All	Date	Type	Description
<input checked="" type="checkbox"/> Due Now			
<input checked="" type="checkbox"/>			2021-22 School Age Services - Montgomery Co.
<input checked="" type="checkbox"/> 68963697	03/25/2022	Session	03/28/2022 - 04/03/2022 Before & After Care
<input checked="" type="checkbox"/> 68963698	04/01/2022	Session	04/04/2022 - 04/10/2022 Before & After Care
<input checked="" type="checkbox"/> 68963699	04/08/2022	Session	04/11/2022 - 04/17/2022 Before & After Care

**8** Click on "Pay Selected"

Pay Selected (\$670.00)

**9** The draft scheduler will appear

Type Method Confirm

\$ 670.00

NOW LATER

Select the schedule type?  
On the due date

Date	Items	Amount
03/18/2022	1	67.00
03/25/2022	1	67.00
04/01/2022	1	67.00
04/08/2022	1	67.00
04/15/2022	1	67.00
04/22/2022	1	67.00
04/29/2022	1	67.00
05/06/2022	1	67.00
05/13/2022	1	67.00
05/20/2022	1	67.00

The default will be "on the due date" – to draft on the due date click on the arrow button →



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- 10** For other options - Click the down arrow next to "on the due date". Choose from:
- **Already Scheduled Date** (choose this when updating the card or payment method)
  - **Weekly payment** (allow to select day of week to draft)
  - **Bi-weekly** (every other week)
  - **Monthly payments** (will draft on the 1st of every month)

- 11** Once the draft frequency has been selected click on the arrow button



NOW **LATER**

Select the schedule type?

Already Scheduled D:

- 12** Select the payment method to be set up on auto draft by clicking on the drop down arrow

Payment Method \*

- 13** Click "Continue"

- 14** A summary will appear. Verify the payment method and the draft frequency. If all is correct, click "Submit"

\$ 670.00

Make sure the information is correct before submitting

- Payment method will be **Visa \*8004**
- Payments will be scheduled **on due date** per th schedule below

**Submit**

Date	Items	Amount
03/18/2022	1	67.00
03/25/2022	1	67.00
04/01/2022	1	67.00
04/08/2022	1	67.00
04/15/2022	1	67.00
04/22/2022	1	67.00
04/29/2022	1	67.00
05/06/2022	1	67.00
05/13/2022	1	67.00
05/20/2022	1	67.00