

OTHER IMPORTANT INFO:

- This new on-line payment is optional and for your convenience. You may still pay by check if you desire. If you will pay by check, please mail them while we are dancing 'on'-line'. We will accept credit cards in person and cash payments again once we re-open.
- The amount that shows due on your portal page is the grand total of all things due or coming up due in your account. The software does not allow us to subdivide your balance into separate balances (Tuition, Costume, etc.). We will send you a specific Transaction detail for each specific balance due that will give you a total due for that item.
- Please submit separate payments for each balance due (Tuition, Costume, etc). This will ensure that your account is credited appropriately.
- To submit subsequent payments, click on the 3 small lines at the top left corner of the page to take you back to Home (under My Account). You can submit a new payment without logging out and back in again.
- We are unable to accept payment for Private Lessons on-line at this time. Private lesson payments will need to be mailed (by check) at this time.
- If you have issues with the portal, please email us at info@elitedanceacademyoc.com and we will do our best to assist you.

ON LINE PAYMENT PORTAL INSTRUCTIONS:

You may pay On-Line using the following link:

<https://www.thestudiodirector.com/elitedanceacademyoc/portal.jsp>

(you can click directly on it or copy and paste into your browser.)

- This link is **NOT attached to our studio website**...you will only be able to get to the pay portal from this link found here!!!.
- You will use this same link each time you log on to the portal. We will include it on future Transaction Details for easy access.
- You will use the **main email** that you originally registered with as your login from your online September enrollment. If you have not enrolled on-line and this is your first time to use our On-line portal, you will need to set up your account.
 - **RETURNING USERS:**
 - Enter email and password and login
 - If you forgot your password-click "Forgot Password" button to reset.
 - **FIRST TIME LOG ON:**
 - Use the primary email that Elite Dance Academy has on file.
 - Click the "**Forgot your password**" button to set up a password.
 - Follow directions to set password then you will be able to log in and continue.

Once logged in:

- The portal will open up to your Home 'My Account' page
- Your Total Balance will show. **PLEASE DISREGARD THIS TOTAL! Please use your Transaction Details (emailed to you) to determine your payment amounts!**
 - Select 'Pay Now' button
 - Step 1 of 3 - Fill in payment amount (from your Transaction Detail) - NEXT
 - Step 2 of 3 - Complete Payment Information. - NEXT
 - You will need to fill in credit card information - and select the card you have entered. (if you want to Pay by Cash/Check at the office you will not need to continue with the on-line pay portal, you can mail in your check-the studio address in located at the bottom of the pay portal home page if you need it)
 - The credit card you enter will be saved in the portal - you can change or remove it in the My Account-'Edit payment information On-file' menu.
 - There is currently no option for Auto Pay - you will need to go on and manually enter payment each month that you desire to use the Pay Portal.
 - Step 3 of 3 - Approve and Finish
 - Agree to terms by clicking in the box
 - **Accept**
- **CONGRATULATIONS!!** You did it- You will receive an email that shows a receipt of your payment.
- **Logout when you are done!!**

**OTHER ACTIONS ON YOUR ACCOUNT ON THE PORTAL:
VIEW ALL MY CLASSES:**

- Click on this to view your students class schedule.
- You will not be able to make any schedule changes to your child's schedule. Contact the studio office to make any adds or drops.

ACCOUNT CONTACT INFO:

- PLEASE DO NOT UNCHECK the Yes on Email box - Email is our main communication line with you and we use it to send you important information.
- Your email is never shared or used for anything outside of Elite Dance Academy.
- PLEASE DO NOT EDIT ACCOUNT or STUDENT INFORMATION or ADD ANY STUDENTS TO YOUR ACCOUNT. If changes are needed - contact the office.
- You may Edit Payment info on-file and add or change cards on file for your account.