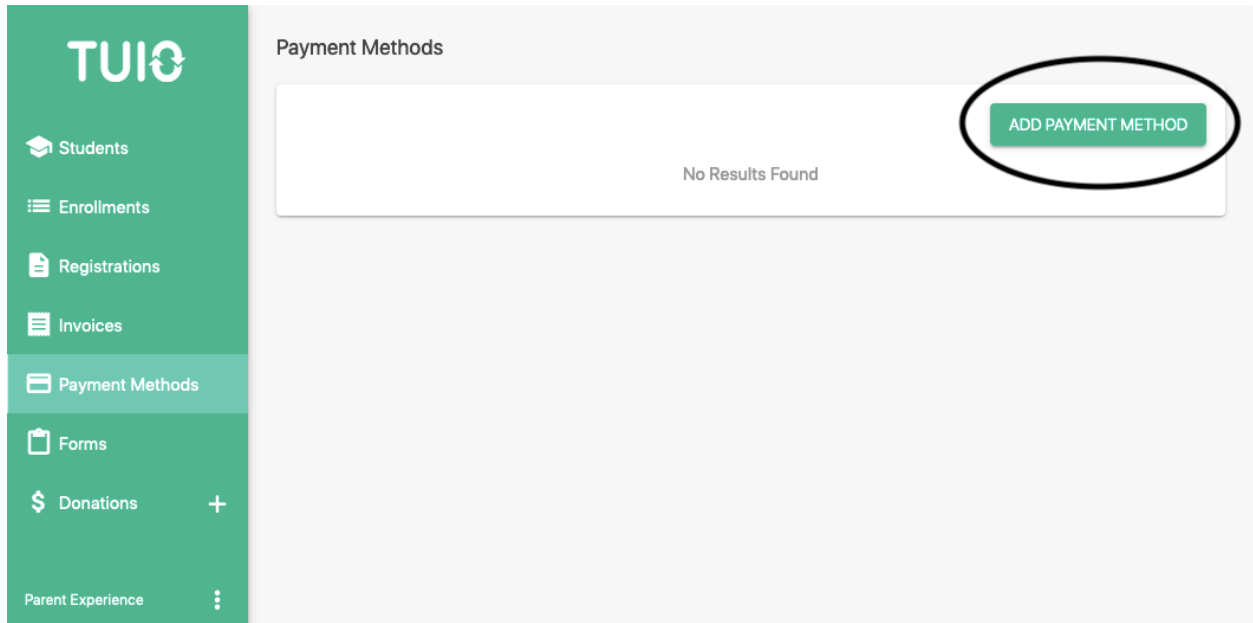
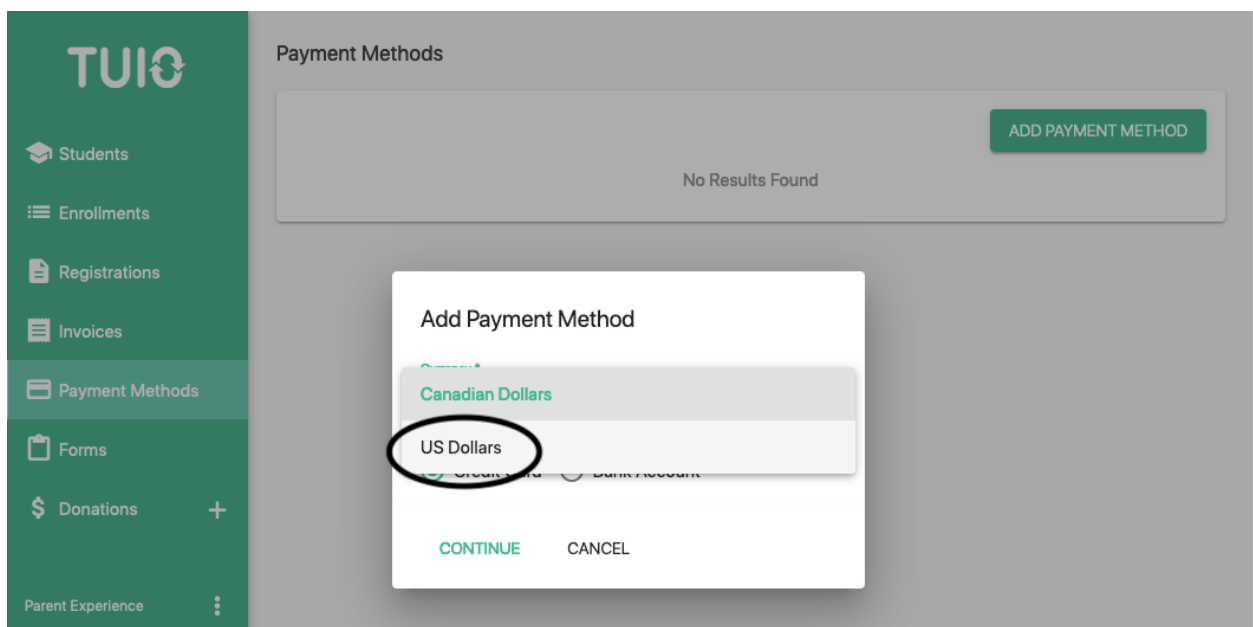


SETTING UP PAYMENT IN TUIO

Once you have activated your Tuio account with your password, you will need to set up your payment method. In the left column, choose Payment Methods, and once on that screen, click “Add Payment Method.”

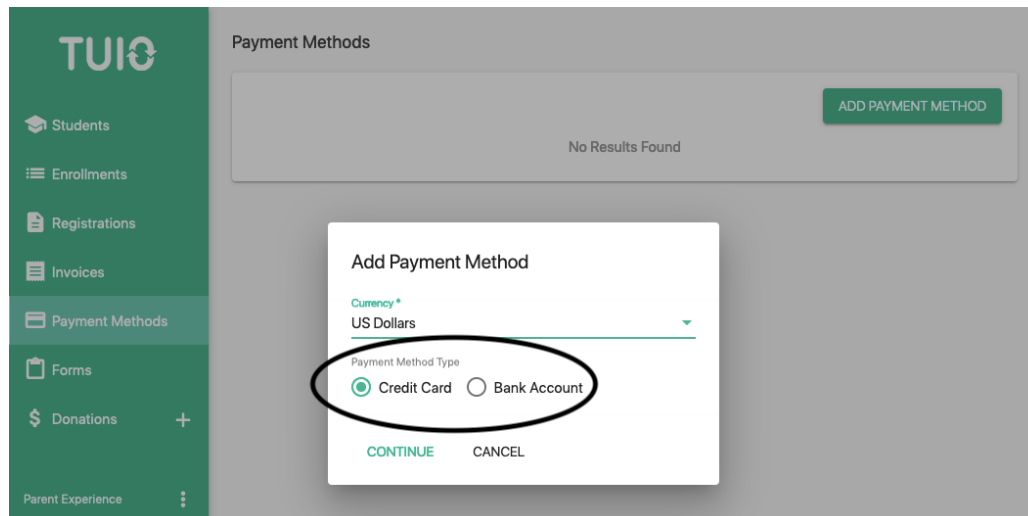


Then be sure to set the currency to US Dollars.



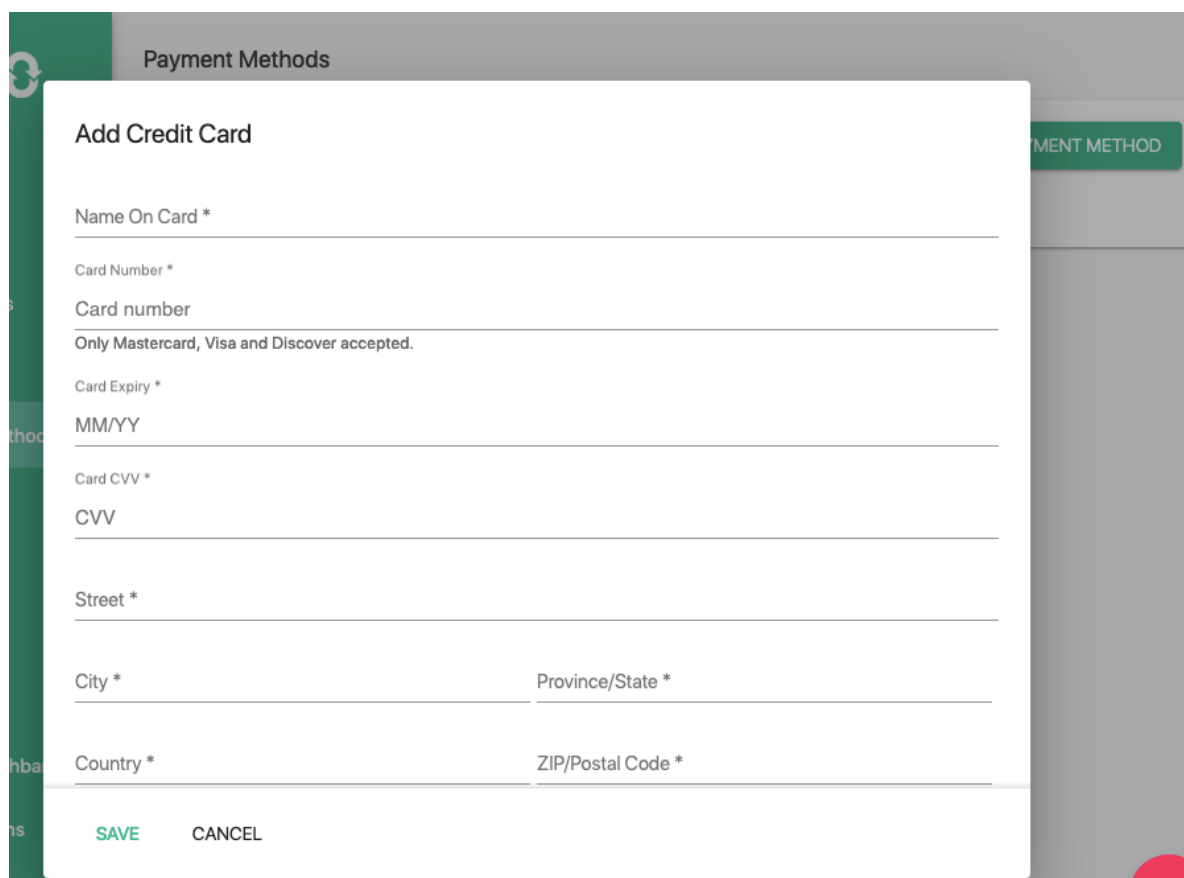
Next, choose if you want to pay via credit card or bank account.

Note: Only banks in the USA or Canada are eligible for the bank account option.



The screenshot shows the Tuio application interface. On the left is a green sidebar with navigation links: Students, Enrollments, Registrations, Invoices, Payment Methods (highlighted), Forms, Donations, and Parent Experience. The main content area is titled 'Payment Methods' and displays 'No Results Found' with an 'ADD PAYMENT METHOD' button. A modal window titled 'Add Payment Method' is open in the center. It features a 'Currency' dropdown set to 'US Dollars' and a 'Payment Method Type' section with two radio buttons: 'Credit Card' (which is selected and circled in black) and 'Bank Account'. At the bottom of the modal are 'CONTINUE' and 'CANCEL' buttons.

Enter your card information. This is encrypted; neither Tuio nor Sterling Academy will be able to see the credit card information.



This screenshot shows the 'Add Credit Card' modal form. It contains the following fields: 'Name On Card *', 'Card Number *' (with a note 'Only Mastercard, Visa and Discover accepted.'), 'Card Expiry *' (format MM/YY), 'Card CVV *', 'Street *', 'City *', 'Province/State *', 'Country *', and 'ZIP/Postal Code *'. The 'SAVE' and 'CANCEL' buttons are at the bottom left of the modal.

After you have set up a payment method, then you need to attach your payment method to each enrollment. For example, each of the following is considered a different enrollment in Tuio terms.

- Enrollment fee
- Tuition
- eDL \$99 course surcharge

In the left column, choose the Enrollments tab. Then on the right, click “Setup Payment” to attach the payment to the enrollment.

IMPORTANT: Setting up your credit card in Tuio is not enough. You must *attach it to an enrollment* so that the Tuio system knows which card should be charged for that enrollment.

The screenshot shows the Tuio web interface. On the left is a green sidebar with navigation links: Students, Enrollments (selected), Registrations, Invoices, and Payment Methods. At the bottom of the sidebar are links for Parent Experience and My Account. The main content area is titled 'Enrollments' and contains a search bar, a refresh button, and a 'FILTERS' button. Below this is a table with the following data:

Enrollment	Student	Organization	Program	Payment Plan & Invoices	Paid/Total Amount	Status
622082	Miku Norman	TUIO Academy	Tuition Jan 2, 2021	Auto-enrolls in 7 days	\$0.00/\$0.00	Pending Payment Setup Setup Payment

Red arrows indicate the following actions: one points to the 'Enrollments' tab in the sidebar, another points to the enrollment ID '622082' in the first column, and a third points to the 'Setup Payment' link in the Status column. A red arrow also points to the 'Click' text below the table.