



Greenbush Child Caring, Inc.

620 Columbia Turnpike, East Greenbush, NY 12061

Phone: (518) 477-4125 Fax: (518) 479-4240

www.greenbushchildcaring.org

- Log in to your Parent Portal
- For one-time payments:
 - o Click the red 'Make Payment' tile
 - o Enter a Payment Amount
 - o Click Pay Now
 - * 3.00% (Credit/Debit Card) or \$ 0.50 (ACH) Convenience Fee (non-refundable) will be added to this transaction.
 - o Total payment, including fees, will be shown on the next screen
 - o Complete all required fields
 - o Select Payment Type (Check/ACH or credit card)
 - o Check required boxes
 - o Click Pay Now
 - o Payments will auto-post to your account
- For automatic payments:
 - o Click: Auto-Pay
 - o Click Add New Payment Method
 - o Ensure all fields are correct (fields autofill to the information in your account)
 - o Select the amount set up for recurring payments
 - Please note: due dates are indicated on the monthly emails, to ensure you do not receive late fees, payment dates must be set up monthly with a payment date of the 20th of each month.
 - o Select payment type and enter the information for your payment method
 - o Click Save

Please note that all families are responsible for ensuring monthly balances are paid and late fees will be applied if payments are not processed by the due date.