



MyProcure Online Payment System for Preschool Parents 2021-2022



Dear Parents,

Burke Presbyterian Church Preschool is pleased to offer MyProcure, a free online portal to access Preschool account information and easily pay tuition and fees, including those for after-school activities. MyProcure is safe, secure, and created with your convenience in mind. Through Tuition Express, MyProcure allows you to pay Preschool fees online via the convenience of your home computer or mobile app.

We ask that all currently enrolled families sign up for the MyProcure parent portal regardless of how you choose to pay, because it allows us to more effectively communicate with you about your account. It lets you view charges and payments on your account, print receipts for tax purposes, and pay online if you wish.

Log in today to create your personal MyProcure account:

1. Go to MyProcure.com.
2. Enter your email address (the e-mail you have on file with the preschool), and press **SECURE LOGIN**.
3. A six-digit confirmation code will be sent to your email from info@myprocare.com. Log on to your email to retrieve the code.
4. Return to MyProcure.com and enter your confirmation number, choose a password, and press **SUBMIT**.
5. You will automatically be directed to your account, and you will see your family's account balance on the screen.
6. You may now use the green **PAY** button to make a payment with a debit or credit card. Please note there is a 3% online processing fee for all online payments.
7. To avoid the processing fee, parents are also able to pay by ACH auto draft from a checking account with no additional fee. To do this, please bring a voided check to Preschool Office Manager (Lori Schmoyer), and she will help you set up the automatic draft.
8. Regardless of how you choose to pay, you can still use MyProcure to check your balance and print receipts and tax reports (click on REPORTS).
9. You also can use MyProcure to update your contact information directly with our system.