



## **Parent/Guardian Instructions for Paying CVCS Fees & Tuition Online with Skookii\***

- How to register with Skookii
- How to make payments through Skookii without being logged in or having an account
- How to make payments from within Skookii account

### **How to register with Skookii**

1. Go to [www.skookii.com](http://www.skookii.com) or download the [SKOOKII app](#).
2. Select 'Get Started Today' and set up your parent account with email where you'd like to receive payment info.
3. Type your student's name as it will appear on their Enrollment Form and then type/select Cascade View Christian School for the school.
4. Repeat step 3 for additional students.
5. After account setup and adding your student(s), verifying your account and then logging in again, you will be able to pay your enrollment & curriculum fees, receive your invoice, or pay for other available items, such as after-school clubs or field trips.

### **How to make online payments through Skookii without being logged in or having an account**

1. Visit our website and go to 'Pay Tuition & Fees' page and click the Skookii button or click the button or link from within an Email.
2. Choose item you are paying for.
3. Choose 'Main Page' or 'New Item' to add additional payment items.
4. Make sure to make a note in the 'Comments' field to indicate student or specific payment type.
5. If you choose 'Guest Pay' items, you may change the amount of the payment in order to pay for any fee or tuition amount you'd like.
6. Enter bank account or debit/credit card\* payment information for a one-time payment.
7. Click 'Submit Payment' to make payment and receive your receipt immediately

### **How to make online payments from within Skookii account**

1. Once logged to your Skookii parent account, Click 'Pay Now' tab.
  - a. If you have an invoice in Skookii, it will appear every time you click this tab. You may pay on your invoice at any time except while payments are in the process of clearing.
  - b. You may choose other payment items at any time by clicking the 'Main Page' button and choosing which student you are paying on from the dropdown toggle area.
  - c. You may remove invoice or other items from your cart by checking the box and clicking the 'Remove' button. The 'New Item' button also gives options to add items to your cart.
  - d. You may choose the amount you are paying on your invoice per each transaction by typing in the amount you want to pay, for example, your monthly amount.
2. Type in comments if needed
3. Choose the account to pay from and the frequency of the payment, for example, one-time only or set up recurring payments.
  - a. The first time you are making a payment, you may save your bank account (or debit/credit card\*) for future use.
4. Agree to Skookii's payment processing terms and click 'Submit Payment' and receive your receipt immediately.
5. The 'Transactions' tab will show you all payments made and the status of the payment.

### **Skookii Youtube Tutorial**

<https://www.youtube.com/watch?v=tFgL0NETY24>

*\* Skookii is a free app that can be used to make payments to ANY school! No fees for ACH payments. There are small fees associated with each debit/credit transaction. It's a 3.5% + .30 charge, so a \$100 charge would have a \$3.80 fee added to it.*