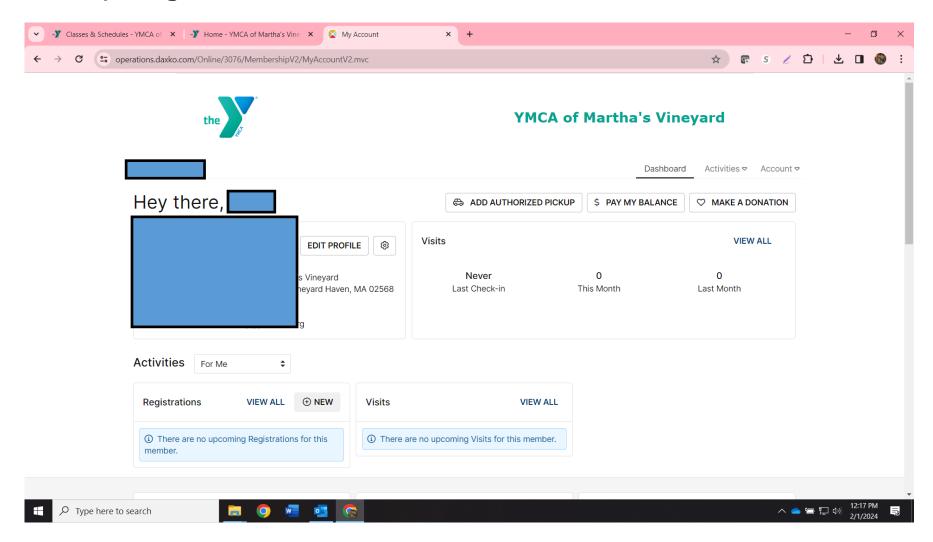
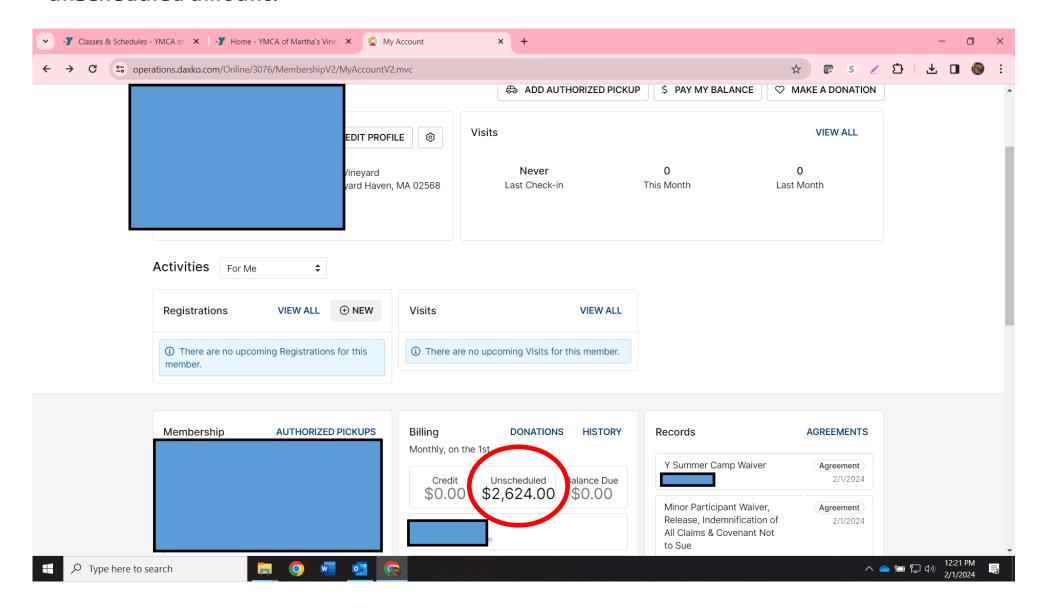
#### **How to Schedule Camp Payments**

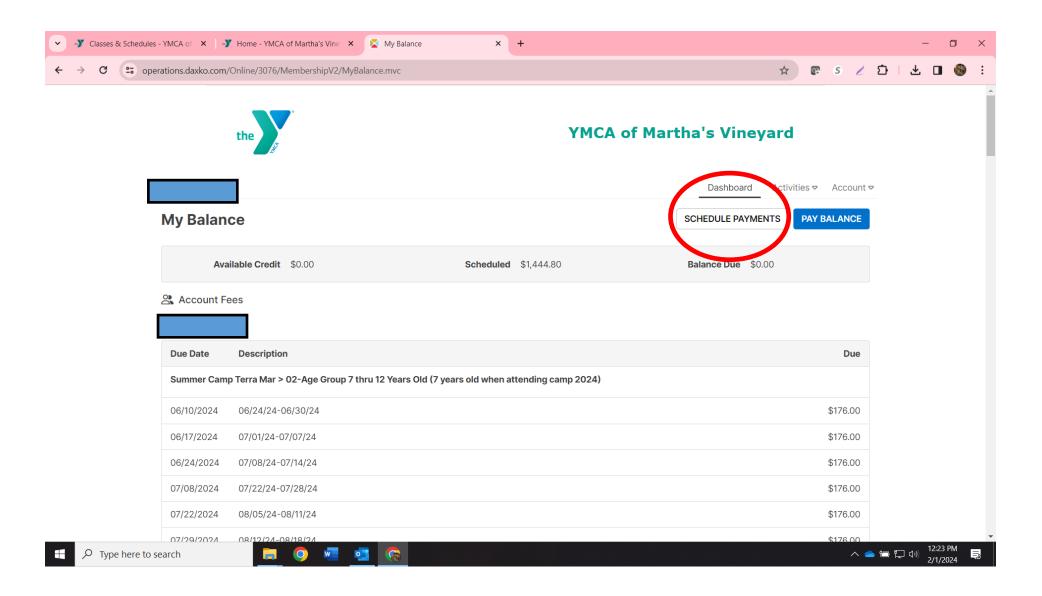
 Log into your Y account. You can reset your password with your account email address or account phone number. Below is what the landing page will look like once you log in.



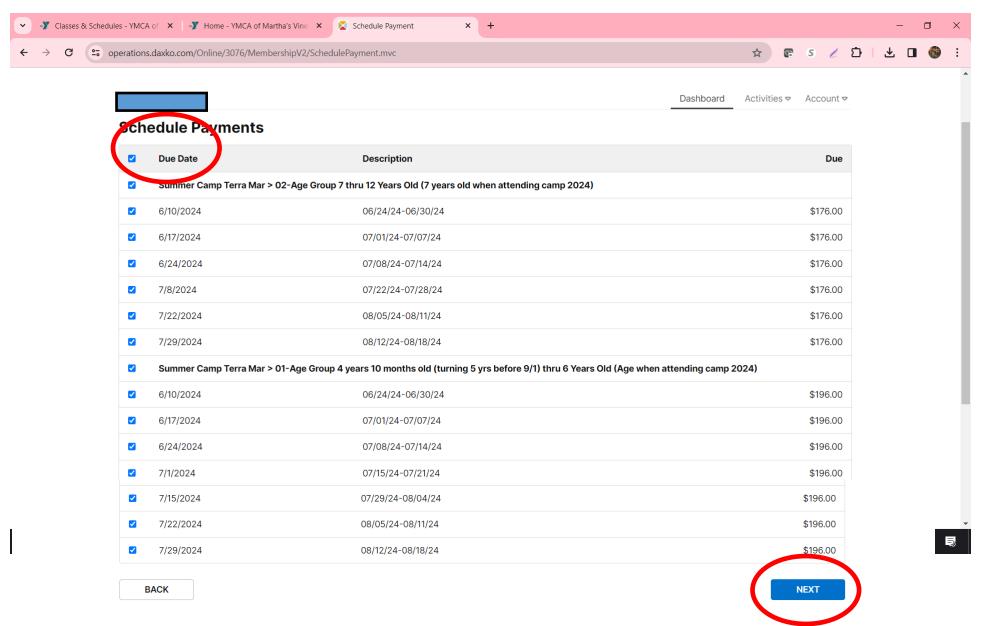
### 2. Scroll down to the Billing box and find the section titled Unscheduled, click on the unscheduled amount.



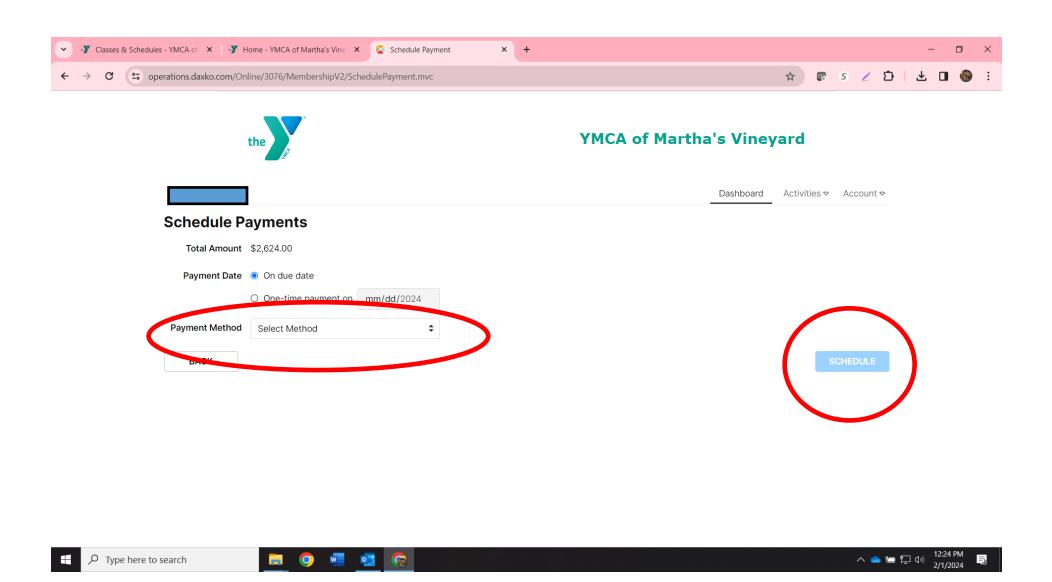
### 3. You will land on the My Balance screen seen below, look to the right and click the box titled SCHEDULE PAYMENTS.



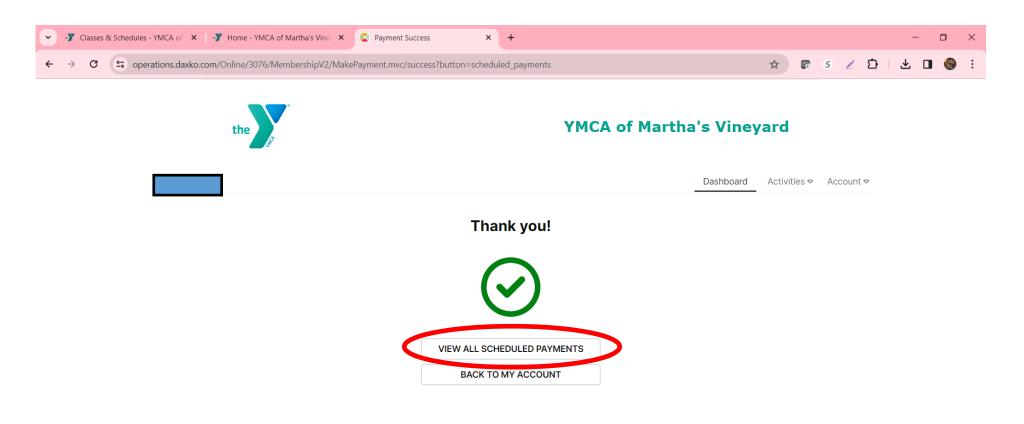
3. To schedule payments on their due dates (2 weeks in advance of the start date of the camp week), click the small box located to the left of Due Date under Schedule Payments. Once you click the box at the top all boxes below will automatically be checked as well. Scroll down and click the blue Next button at the bottom of this screen.



# 5. Next you will be able to select your payment method to any form you have on file. Once you have selected your payment method, click the blue SCHEDULE box.



6. Once you are all set, you will land on the page bellow. If you would like to review your scheduled payments just click on the box VIEW ALL SCHEDULED PAYMENTS. Please note that if your family also participates in Afterschool Program those scheduled payments will also be on your scheduled payments page.





## 7. Here is an example of what your Scheduled Payments page will look like, with the date that the payment will be withdrawn in the left column.

