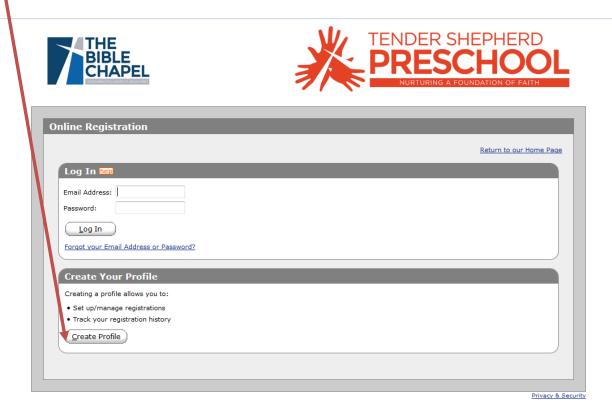Tender Shepherd Preschool monthly payments are now recurring automatically.
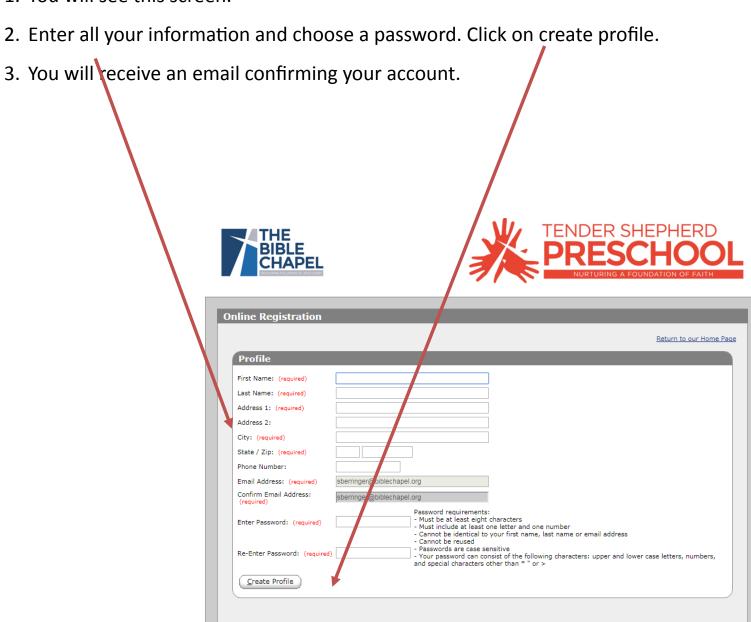
To set up your account:

1. Visit biblechapel.org/about/tender-shepherd-preschool/ and go to the "Pay Your Tuition" section. Click on the link there. You will see this screen.

2. Click on Create Profile.

1. You will see this screen.

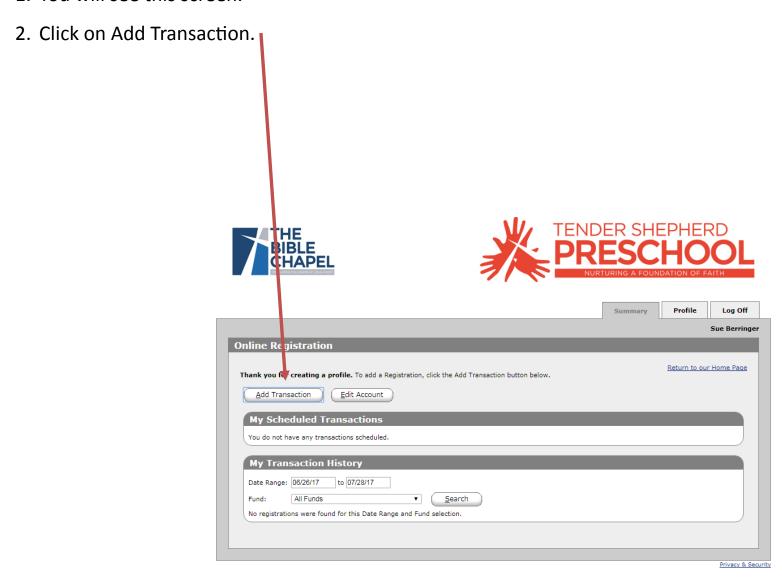2. Enter and confirm your email address. Your email will be your user ID to log in.

Online Registration

Create Profile

Enter a valid email address below.
This will be used as your User ID.

Email Address:

Confirm Email Address:

Continue

Privacy Notice

You are on a secure webpage hosted by Vanco Services, LLC, an industry leader that processes transactions for thousands of clients. Vanco was chosen by South Hills Bible Chapel to process your online transactions.

The information Vanco receives from you will only be used to process your transactions and will never be shared with any other party, except as required by law. Your information will be safeguarded in strict compliance with federal standards for nonpublic personal information.

The password you select is also important in protecting your information; keep it secure and follow the best practices suggested here. View Vanco's Privacy and Security Policy by clicking here.

Privacy & Security

1. You will see this screen.

2. Enter all your information and choose a password. Click on create profile.

3. You will receive an email confirming your account.

THE BIBLE CHAPEL

TENDER SHEPHERD PRESCHOOL
NURTURING A FOUNDATION OF FAITH

Online Registration

Return to our Home Page

Profile

First Name: (required)

Last Name: (required)

Address 1: (required)

Address 2:

City: (required)

State / Zip: (required)

Phone Number:

Email Address: (required)   sberringer@biblechapel.org

Confirm Email Address: (required)   sberringer@biblechapel.org

Enter Password: (required)

Re-Enter Password: (required)

Password requirements:
- Must be at least eight characters
- Must include at least one letter and one number
- Cannot be identical to your first name, last name or email address
- Cannot be reused
- Passwords are case sensitive
- Your password can consist of the following characters: upper and lower case letters, numbers, and special characters other than * " or >

Create Profile

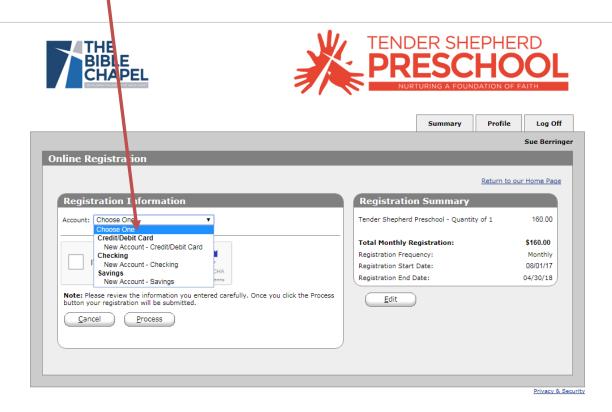Privacy & Security

1. You will see this screen.

2. Click on Add Transaction.

1. You will see this screen.

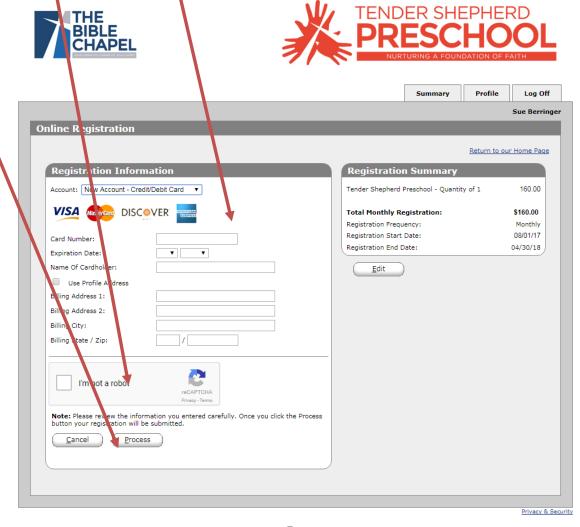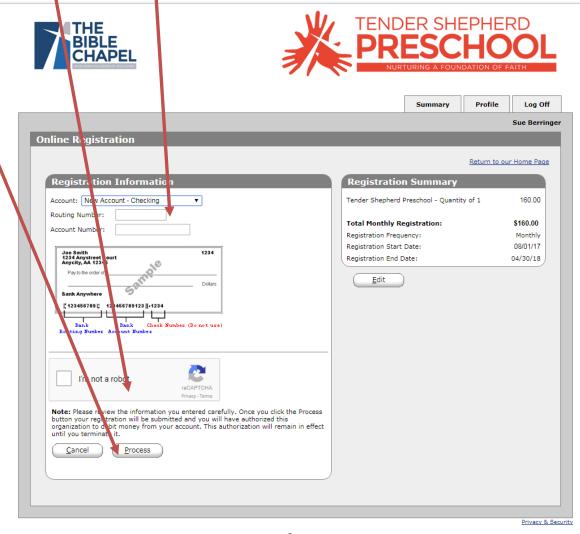2. Under "quantity" enter the number of children you have registered in Tender Shepherd Preschool

3. Under "Registration Frequency":

   Registration Start Date:

   Add TODAY'S DATE (whatever date that is) for start date.

   Registration End Date:

   Add 04/30/18 for the end date.

4. Click Continue.

THE BIBLE CHAPEL

TENDER SHEPHERD PRESCHOOL
NURTURING A FOUNDATION OF FAITH

| Summary | Profile | Log Off |

Sue Berringer

Online Registration

Return to our Home Page

Registration:

| Tender Shepherd Preschool: Monthly Tuition | 160.00 **Quantity:** | 0 |
| **Total:** | $0.00 | |

Registration Frequency: Monthly

Registration Start Date: 08/03/17   mm/dd/yy

Registration End Date: (optional)   043018   mm/dd/yy

Back   Continue

Privacy & Security

1. You will see this screen.

2. Make your choice of how to pay under the account option.
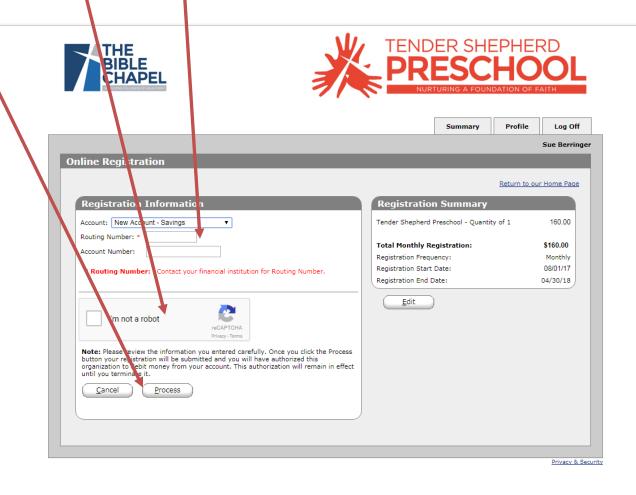
1. You will see this screen if you choose credit card.

2. Enter your credit card information.

3. Click the "robot" box.

4. Click process to complete your registration.

1. You will see this screen if you choose checking account.

2. Enter your checking account information.

3. Click the "robot" box.

4. Click process to complete your registration.

1. You will see this screen if you choose savings account.

2. Enter your savings account information.

3. Click the "robot" box.

4. Click process to complete your registration.

To review your account and/or payments:

1. Visit biblechapel.org/about/tender-shepherd-preschool/ and go to the registration section. Click on the link there. You will see this screen.

2. Enter your email address and password to view your account.