

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.

THE BIBLE CHAPEL

TENDER SHEPHERD PRESCHOOL
NURTURING A FOUNDATION OF FAITH

Online Registration

[Return to our Home Page](#)

Log In [help](#)

Email Address:

Password:

[Forgot your Email Address or Password?](#)

Create Your Profile

Creating a profile allows you to:

- Set up/manage registrations
- Track your registration history

[Privacy & Security](#)

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

[Return to our Home Page](#)

Create Profile

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

Email Address:

Confirm Email Address:

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.



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)

Confirm Email Address: (required)

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 >

[Privacy & Security](#)

1. You will see this screen.
2. Click on Add Transaction.



Summary Profile Log Off

Sue Berringer

Online Registration

Thank you for creating a profile. To add a Registration, click the Add Transaction button below. [Return to our Home Page](#)

My Scheduled Transactions

You do not have any transactions scheduled.

My Transaction History

Date Range: to

Fund:

No registrations were found for this Date Range and Fund selection.

[Privacy & Security](#)

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.

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Summary Profile Log Off

Sue Berringer

Online Registration

[Return to our Home Page](#)

Registration Summary

Tender Shepherd Preschool:	160.00	Quantity:	<input type="text" value="0"/>
Monthly Tuition			
Total:	\$0.00		

Registration Frequency: Monthly

Registration Start Date: mm/dd/yy

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

[Privacy & Security](#)

1. You will see this screen.
2. Make your choice of how to pay under the account option.



Summary Profile Log Off

Sue Berringer

Online Registration

[Return to our Home Page](#)

Registration Information

Account: **Choose One**

- Choose One
- Credit/Debit Card**
- New Account - Credit/Debit Card
- Checking
- New Account - Checking
- Savings
- New Account - Savings

Note: Please review the information you entered carefully. Once you click the Process button your registration will be submitted.

Registration Summary

Tender Shepherd Preschool - Quantity of 1	160.00
Total Monthly Registration:	\$160.00
Registration Frequency:	Monthly
Registration Start Date:	08/01/17
Registration End Date:	04/30/18

[Privacy & Security](#)

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.



Summary Profile Log Off

Sue Berringer

Online Registration

[Return to our Home Page](#)

Registration Information

Account: New Account - Credit/Debit Card

Card Number:

Expiration Date: /

Name Of Cardholder:

Use Profile Address

Billing Address 1:

Billing Address 2:

Billing City:

Billing State / Zip: /

I'm not a robot reCAPTCHA
[Privacy - Terms](#)

Note: Please review the information you entered carefully. Once you click the Process button your registration will be submitted.

Registration Summary

Tender Shepherd Preschool - Quantity of 1	160.00
Total Monthly Registration:	\$160.00
Registration Frequency:	Monthly
Registration Start Date:	08/01/17
Registration End Date:	04/30/18

[Privacy & Security](#)

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.



Summary Profile Log Off

Sue Berringer

Online Registration

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Registration Information

Account:

Routing Number:

Account Number:

Joe Smith 1234
1234 Anystreet Court 1234
Any city, AA 12345
Pay to the order of: _____ Dollars

Bank Anywhere

123456789 | 123456789123 | 1234

Bank Routing Number Bank Account Number Check Number (Do not use)

Registration Summary

Tender Shepherd Preschool - Quantity of 1 160.00

Total Monthly Registration: \$160.00

Registration Frequency: Monthly
Registration Start Date: 08/01/17
Registration End Date: 04/30/18

I'm not a robot reCAPTCHA
Privacy - Terms

Note: Please review the information you entered carefully. Once you click the Process button your registration will be submitted and you will have authorized this organization to debit money from your account. This authorization will remain in effect until you terminate it.

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.



Summary Profile Log Off

Sue Berringer

Online Registration

[Return to our Home Page](#)


Registration Information

Account:

Routing Number: *

Account Number:

Routing Number: Contact your financial institution for Routing Number.

I'm not a robot 

reCAPTCHA
Privacy - Terms

Note: Please review the information you entered carefully. Once you click the Process button your registration will be submitted and you will have authorized this organization to debit money from your account. This authorization will remain in effect until you terminate it.

Registration Summary

Tender Shepherd Preschool - Quantity of 1	160.00
Total Monthly Registration:	\$160.00
Registration Frequency:	Monthly
Registration Start Date:	08/01/17
Registration End Date:	04/30/18

[Privacy & Security](#)

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.

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