



Billing/Payments FAQ

Q: How do I login to Gradelink?

A: Go to www.gradelink.com/login and use the login information provided to you by the school or set up previously using school code 670

Q: How do I make payments on my account?

A: Click the billing tab and pay using a credit card or ACH. There is a \$ limit on ACH bank payments. There is no limit on credit card payments.

Q: Can I set up automatic payments?

A: Yes. After clicking the billing tab, click the 'add autopay plan'. Enter cardholder and card/account info. Then handle the payment info as follows:

Schedule: 10 payments

Pay: enter total annual tuition (not total monthly payment) – (eg. \$9150)

On: date of 1st month's payment – (eg. 8/1/2022) – the rest of the dates will autofill

Memo: tuition

Please note that this is a fixed autopay plan. The automatic payment that happens each month does not fluctuate to the balance on the account. It will only pay what you have told it to pay each month. Some set up the autopay to cover tuition and then check in each month to pay the extra fees (cross walk, field trips, electives, athletics, etc). Others set up the autopay for more than tuition to cover the extra fees. You will still need to check your account at times to make sure you aren't getting behind on extra fees which will eventually incur a late fee if they total more than \$250 for more than 30 days.

The screenshot shows the 'AutoPay Plan' setup interface. At the top, there are two tabs: 'Electronic Check' and 'Credit Card'. Below the tabs are input fields for a credit card: a card icon, a masked card number (#####), an expiration date (EXP. ## / ####), and a ZIP code (ZIP #####). The 'AutoPay Plan' section contains a table with the following data:

Field	Value	Field	Value
Schedule	10 monthly payments	Pay \$	\$ 9,150.00
1st mo. \$	\$ 915.00	On	08/01/2022
mo. 2-10 \$	\$ 915.00	From	09/01/2022
Memo	tuition		

**At this time, payments can NOT be made on a mobile phone