

**How to sign up for the payment plan on Rycor.**

Before the option to sign up for the payment plan will be activated, a consent form is required to be completed and returned to the school, which is to authorize the school to deduct the monthly installments. Please contact school for the form.

Once the authorization form is returned, the school will enable the payment plan option on parent portal.

The next step is to sign into parent portal. If you have multiple fees outstanding, unselect the fees that are not qualified for a payment plan first. Fees that are eligible are those of ECDP, Reggio and Transportation.



Test

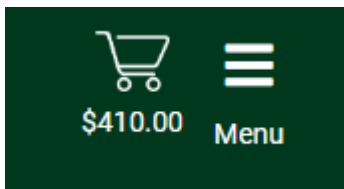
**Test Online**  
TEST Grade:

[Due Now](#) [Future Charges](#) [Paid](#)

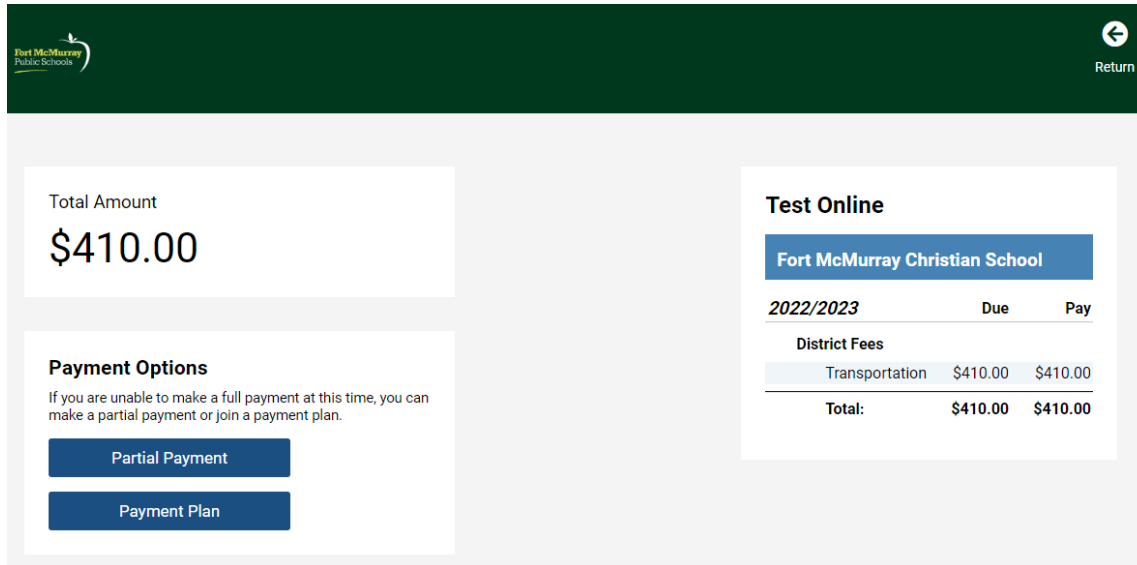
**Fort McMurray Christian School**

| 2022/2023            | Fee             | Paid          | All Adj       | Due             | In Cart                             |
|----------------------|-----------------|---------------|---------------|-----------------|-------------------------------------|
| <b>District Fees</b> |                 |               |               |                 |                                     |
| Transportation       | \$410.00        | -             | -             | \$410.00        | <input checked="" type="checkbox"/> |
| <b>School Fees</b>   |                 |               |               |                 |                                     |
| Yearbook (2021-22)   | \$25.00         | -             | -             | \$25.00         | <input type="checkbox"/>            |
| <b>Total:</b>        | <b>\$435.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$435.00</b> | <b>\$410.00</b>                     |

Once only the fees for the payment plan is selected, click on Cart in the top right corner.



The following screen will appear.



**Total Amount**  
**\$410.00**

**Payment Options**  
If you are unable to make a full payment at this time, you can make a partial payment or join a payment plan.

[Partial Payment](#)

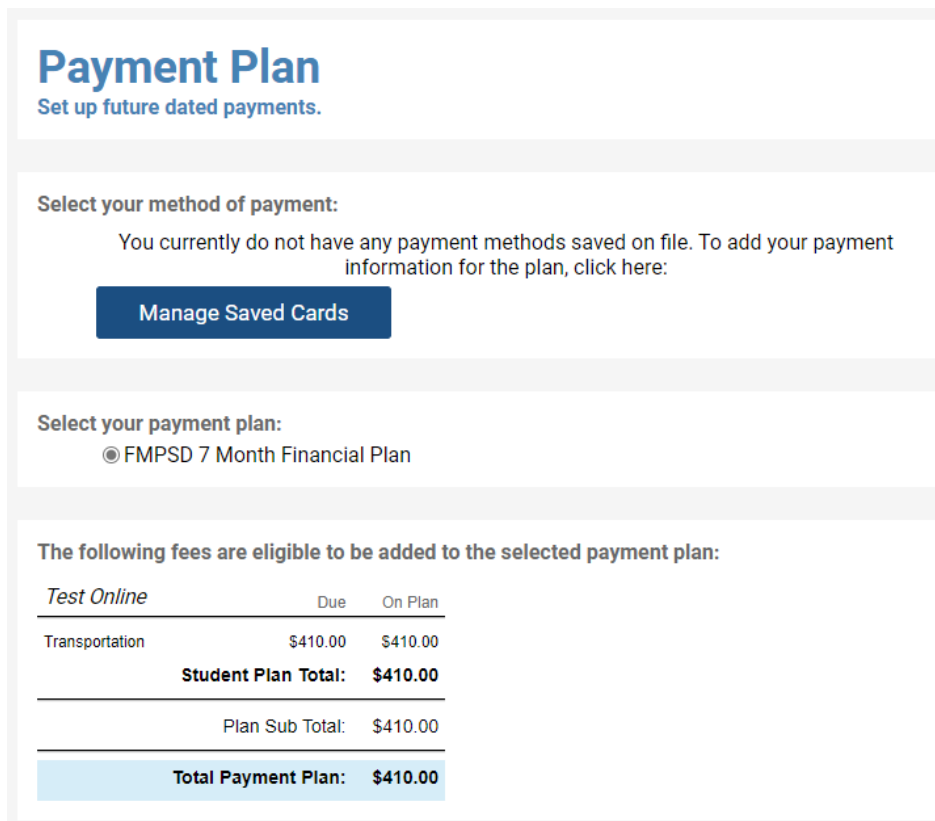
[Payment Plan](#)

**Test Online**

**Fort McMurray Christian School**

| 2022/2023            | Due             | Pay             |
|----------------------|-----------------|-----------------|
| <b>District Fees</b> |                 |                 |
| Transportation       | \$410.00        | \$410.00        |
| <b>Total:</b>        | <b>\$410.00</b> | <b>\$410.00</b> |

To sign up for the payment plan. Select Payment Plan. You will be directed to the next screen.



**Payment Plan**  
Set up future dated payments.

**Select your method of payment:**  
You currently do not have any payment methods saved on file. To add your payment information for the plan, click here:

[Manage Saved Cards](#)

**Select your payment plan:**  
 FMPSD 7 Month Financial Plan

**The following fees are eligible to be added to the selected payment plan:**

| Test Online                | Due             | On Plan  |
|----------------------------|-----------------|----------|
| Transportation             | \$410.00        | \$410.00 |
| <b>Student Plan Total:</b> | <b>\$410.00</b> |          |
| Plan Sub Total:            | \$410.00        |          |
| <b>Total Payment Plan:</b> | <b>\$410.00</b> |          |

Click on Managed saved Cards and add your credit card details.

### Manage Saved Cards

You do not currently have any saved payment details.

#### Add New Payment Method

© Credit Card



#### Pay by Credit Card

Cardholder Name

Credit Card Number

Expiration Date

 / 

CVD (# on back of card)

Payment Amount:

Cancel

Add Method

Please take note of the bottom of the screen. This will highlight the installments that will be deducted.

#### Your payments will be:

|                |                 |             |
|----------------|-----------------|-------------|
| Plan Payment 1 | \$68.33         | 01-Oct-2022 |
| Plan Payment 2 | \$68.33         | 01-Nov-2022 |
| Plan Payment 3 | \$68.33         | 01-Dec-2022 |
| Plan Payment 4 | \$68.33         | 01-Jan-2023 |
| Plan Payment 5 | \$68.33         | 01-Feb-2023 |
| Plan Payment 6 | \$68.35         | 01-Mar-2023 |
| <b>Total:</b>  | <b>\$410.00</b> |             |

Cancel

Create Plan

This is the dates on which the installments will be deducted, and the amounts that will be deducted.

If you wish to change the installment amounts, you can do a partial payment on the fee first, either on parent portal by selecting partial payment or at the school. This will reduce the outstanding fee, which will reduce the monthly remaining installments.