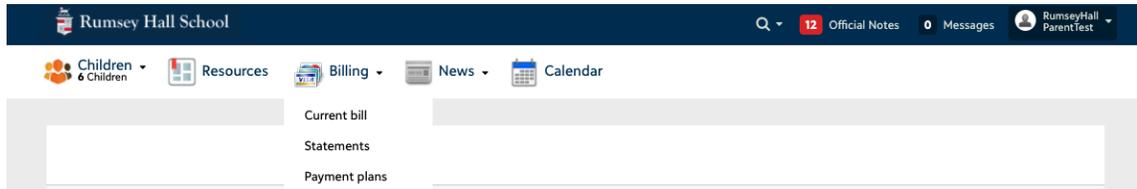# Viewing and Paying Tuition and Fees in the Blue Dog Portal

This support document contains information on viewing and managing the Billing Tab for Parents and Guardians with Billing Access.

1. Login to the Portal and click the Billing Tab to view and manage your child's Tuition and Fees:

   Current Bill provides the opportunity to make a payment using your checking account and routing numbers. Please note that to use the online payment form you must have a United States bank account and a check # is NOT needed to submit payment through the Portal.

   Statements provide a view of current and past statement periods. Please note that future statements are not visible until the first day of the statement month you wish to view.

   Payment Plans provide the listing of Payment Amounts and Dates tied to the Payment Plan chosen at time of signing the Enrollment Contract.

2. Parents or Guardians with access can also make Payments towards Tuition or other Fees within the Billing Tab under Current Bill. Please note that if you are unable to load items in the Billing Tab or encountered an error, you may not have full access due to permissions. Please contact the Technology Department to request Billing access: tech@rumseyhall.org

   Making a Payment
   - Click on Pay Bill
   - Enter the desired amount to pay
   - Enter your **Bank Account Number** and the **Bank Routing Number**
   - A Check number is NOT needed, please leave blank
   - Enter any additional contact information
   - Click Submit

NOTE: Families with a Monthly Payment Plan should login to the Portal each month to make their payment, re-entering the banking information when prompted (this is for security purposes, we do not store sensitive information). Reminder notifications will be sent out to any unpaid accounts as well as confirmation of payment for completed transactions.