



myprocare[®]

Welcome to Timberlake Christian Preschool! We are excited to have your family involved in our program! We have a few different options when it comes to paying for your child's tuition. Our billing software, known as Procure, has an online portal option for all parents in our system. By following the options below, you can pay online and access receipts for all payments.

1. Go to MyProcure.com.
2. Enter your email address (the email you have on file with Timberlake School Programs) and choose **Go**.
3. Enter the confirmation code sent to your email, choose a password, and press **Go**.
4. Use the **Pay** button to make a payment with your card.

This system DOES NOT allow for automatic recurring payments. If you would like to be set up on auto-pay for your child's tuition, please complete the credit card authorization form below and return to Olga Ryakhovskaya. Recurring payments are taken out on the 15th of the month.

Child(ren)'s name:		
Cardholder name:		Billing phone number:
Card number:	Expiration date:	CVV:
Billing address:		
City:	State:	ZIP Code:
PLEASE USE THIS OPTION TO WITHDRAW FUNDS AUTOMATICALLY ON THE FIRST OF THE MONTH: By signing below, I hereby authorize Timberlake Christian Preschool to initiate electronic check, credit or debit charges to the referenced above account on the 1 st of every month. I further understand if a transfer fails due to insufficient funds or an unreported account change, I will incur a \$40.00 NSF fee.		
Cardholder signature:		Date