
JOVIAL FAMILY PORTAL GUIDE

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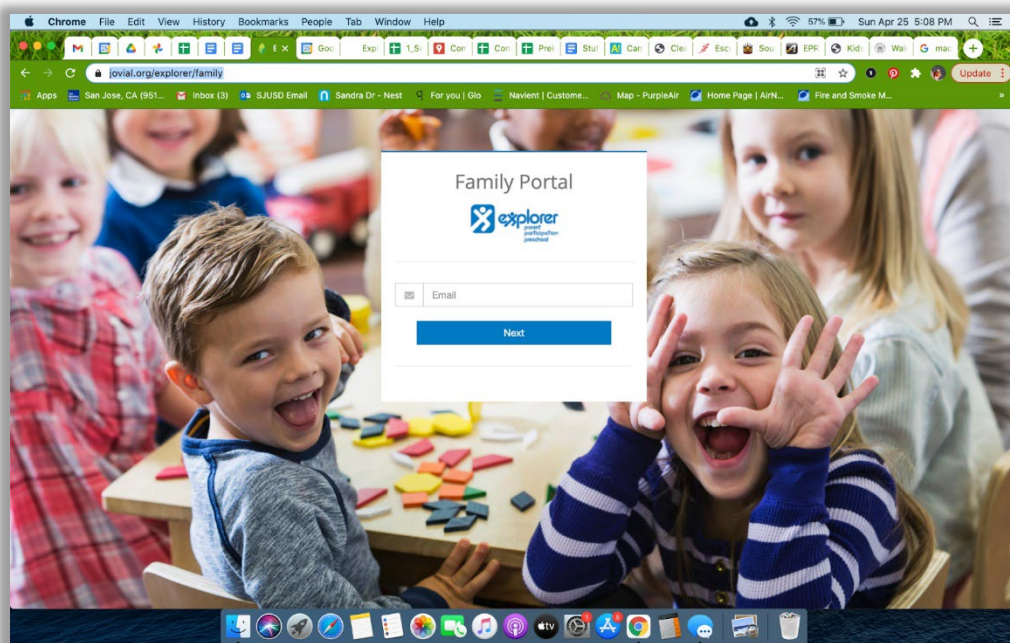
Overview

The Family Portal is a self-service tool that allows you to:

- View and pay your tuition and billing.
- View form requirements to fill out required forms.
- View up-to-date class rosters.

Access the Family Portal

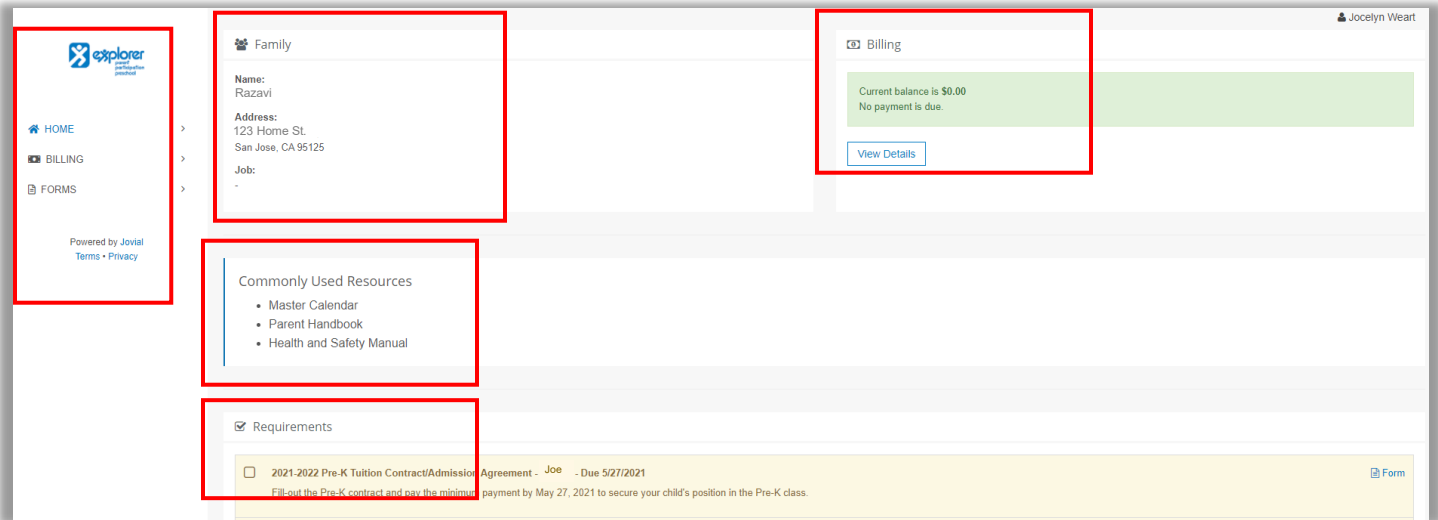
1. To access the Family Portal, go to <https://www.jovial.org/explorer/family>



2. Enter your email address in the email field and select the **Next** button.
3. Check your email for the link from Jovial.Org (do not forget to check for spam).
4. Use the link in the email to access Jovial.
5. **Please note:** A password may be added to your account through account settings in the upper right-hand corner of the screen so you will not have to access Jovial through your personal email each time. If you forget your password, you must access the “forgot password” link sent to your personal email within 2 hours. The link will provide you with access to the Family Portal, and you will have to set a new password through the account settings (as you did to originally create your password). Explorer Preschool and the Jovial help desk cannot assist with resetting passwords.

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6. Upon opening Jovial, you will be directed to the **Home** page.



7. The **Home page** of the family portal has several main areas helpful to families:
 - a. The left-hand panel is used to access billing, required forms, and return to the **Home** page.
 - b. The **Family** section located in the middle, at the top, contains your child's family name, home address, and family team assignments (i.e., jobs).
 - c. The **Billing** section can be used to view accounting details and make payments.
 - d. **Commonly Used Resources** contains links to the Master Calendar, the Parent Handbook, the Health and Safety Manual, and other Explorer Preschool resources.
 - e. **Requirements** for each student, working/volunteer individual, and families are located at the bottom of the screen. These requirements provide information to the family as to which forms (e.g., tuition contract, health and safety forms, etc.) need to be submitted.
8. Here is a link to a general video to walk you through accessing the licensing forms and features in Jovial: [General form submission](#)

Requirements and Forms Overview

1. The following requirement/form submissions are due in May to secure a class position for the Together Time Program:
 - a. 20XX-20XX Tuition Contract – Together Time
 - b. In-Class Volunteer Health and Safety Forms
 - c. In-Class Volunteer's TB Test Record
 - d. Annual In-Class Volunteer Health and Safety Requirements
 - e. Explorer Preschool Enrollment Form

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2. The following requirement/form submissions are due in May to secure a class position in the Preschool Programs (MW2's, Fri2's, Multi-age, Pre-K):
 - a. 20XX-20XX Tuition Contract – Preschool
 - b. In-Class Volunteer Health and Safety Forms
 - c. In-Class Volunteer's TB Test Record
 - d. Annual In-Class Volunteer Health and Safety Requirements
 - e. Student Health and Safety Forms Packet
 - f. Explorer Preschool Enrollment Form

3. General forms in the **Forms** library (some may not be published until they are required/have a need to access):
 - a. **Explorer Preschool Acknowledgements** – form submitted in August of the school year to acknowledge the information for the upcoming school year.
 - b. **Family and Individual Student Care Plan** – submitted annually in August for each family's students enrolled in the preschool (MW2's, Fri2's, Multi-age, Pre-K).
 - c. **Notice of Withdrawal Form** – form submitted only when withdrawing from Explorer after September 1st of the school year.

Submitting a Tuition Contract

1. Log-in to Jovial and open the **Home** page.
2. At the bottom of the **Home** page, you will see the **Requirements** section at the bottom of the screen, which contains a list of outstanding forms and contracts.
3. Requirements in yellow are outstanding while the green items have been satisfied. If you see any requirements in red, they are overdue. **Any overdue requirements** may impact your child's start date if the school has not received the appropriate required forms prior to August 1st.
4. If any requirements are incorrect (e.g., Jovial lists a requirement for a form but it's not required for your family), please contact the Membership (membership@explorerpreschool.org) and Health and Safety (healthandsafety@explorerpreschool.org) Chairs.
5. Locate the **tuition contract requirement** for your enrolled student(s).

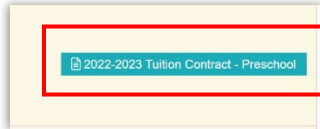
2022-2023 Tuition Contract - Preschool - Due 5/25/2022

Tuition contract for MW2's, Fri 2's, 3-5's (2-day), 3-5's (4-day), and pre-K (not for Together Time families). Please submit only one contract per family for all your registered kids in these classes.

2022-2023 Tuition Contract - Preschool

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6. Click the **form button** on the righthand side of the requirement line. Selecting the button to the right of your due requirements is the easiest pathway to fill-out **all** your forms.



7. The form will open for you to review and fill-out.

A screenshot of a web form titled "2022-2023 Tuition Contract - Preschool". Below the title is a subtitle "Explorer Preschool Tuition Contract". The main content area contains a welcome message: "Welcome to Explorer Preschool! Your child is registered for the 2022-2023 school year. By signing this contract, you agree to abide by the rules and regulations of Explorer Preschool outlined in the Parent Handbook. You also agree to meet all participation and financial responsibilities, which are summarized below." This is followed by a section titled "Explorer Preschool Participation Responsibilities:" with a bulleted list of requirements including attending orientations, parent education classes, business meetings, and fundraising efforts.

2022-2023 Tuition Contract - Preschool

Explorer Preschool Tuition Contract

Welcome to Explorer Preschool! Your child is registered for the 2022-2023 school year. By signing this contract, you agree to abide by the rules and regulations of Explorer Preschool outlined in the Parent Handbook. You also agree to meet all participation and financial responsibilities, which are summarized below.

Explorer Preschool Participation Responsibilities:

- Attend your child's class orientation and the all-school orientation in September.
- Attend at least 75% of the remaining class-specific daytime and all-school evening Parent Education classes (PECs).
- Provide light refreshments at one class-specific daytime Parent Education Class (PEC).
- Attend the annual evening business meeting in April (following the monthly all-school PEC).
- Attend the class culmination celebration in May.
- Hold a team job or board position.
- Participate in two to four classroom workdays per month, depending on the class.
- Attend one or two Saturday maintenance workdays, depending on the class (there are no maintenance requirements for Friday 2's).
- Support fundraising efforts by paying the Family Fundraising Requirement Payment of \$180 per family (\$90 per family in Friday 2's) or participating in four hours of fundraising activities per year (two hours per year for Friday 2's).

8. Please note, the school has two tuition contracts:
 - a. One for the overall preschool programs which include: MW2's, Fri 2's, 3-5's (2-day), 3-5's (4-day), and pre-K.
 - b. One for our enrichment program: Together Time
9. If you have multiple students enrolled in the preschool, they may be submitted within the same contract (Example: Joe is in MW2's and Jane is in pre-K – they may be submitted within the **Tuition Contract – Preschool** together).
10. If you have one student enrolled in the preschool program and one student enrolled in our enrichment program, two separate contracts will need to be submitted for each student: **One Tuition Contract - Preschool** and **One Tuition Contract – Together Time**.
11. Select the **“+” sign** next to **their name** to expand the contract or form for your student (**+ Joe**). **Please note:** if you have more than one student enrolled at Explorer or alum students, their names will also appear within the contract. **Please select the correct student for the program type.**

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12. If you select the incorrect child, then click on the **trash can icon** to start over.

Explorer Preschool Tuition Contract

Welcome to Explorer Preschool! Your child is registered in the Pre-K class for the 2021-2022 school year. By signing this contract, you agree to abide by the rules and regulations of Explorer Preschool outlined in the Parent Handbook. You also agree to meet all participation and financial responsibilities, which are summarized below.

Explorer Preschool Participation Responsibilities:

- Attend your child's class orientation and the all-school orientation in September.
- Attend at least 75% of the remaining class and all-school Parent Education classes (PECs).
- Provide light refreshments at one Daytime Parent Education Class (PEC).
- Attend the annual evening business meeting in April (following the monthly all-school PEC).
- Attend the class culmination celebration in May.
- Hold a team job or board position.
- Participate in two to four classroom workdays per month, depending on the class.
- Attend one or two Saturday maintenance workdays, depending on the class.
- Support Fundraising efforts by paying the Fundraising Requirement Payment of \$180 per family (\$90 per family in Friday 2's) or participating in four hours of fundraising activities per year (two hours per year for Friday 2's).

Student Name

Joe

By checking this box, I indicate I have read, understood, and agreed to the above Explorer Parent Participation Requirements.

13. Once you have filled-in all the information within each form, select the **Submit** button at the bottom.

14. You may also submit the tuition contract by selecting **Forms** in the left-hand panel to take you to the **Forms Library**, but please make sure you are selecting the correct forms associated with the requirements due for your family (again, the easiest method is to select the forms button to the right of your requirement). You would select the **Start** button to open the form.

15. At any point, you may **view**, **edit**, or **delete** a submitted contract or form on your requirement by selecting one of the **icons**. **Please note:** you may only **edit** or **delete** a form that is still in a **submitted** or **returned** status versus in a **processing** status.

2022-2023 Tuition Contract - Preschool - Due 5/25/2022

Tuition contract for MW2's, Fri 2's, 3-5's (2-day), 3-5's (4-day), and pre-K (not for Together Time families). Please submit only one contract per family for all your registered kids in these classes.

2022-2023 Tuition Contract - Preschool

Last submitted **just now** **Submitted**

[View](#) [Edit](#) [Delete](#)

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16. You may also perform one of these tasks within the **forms** library (select one of the icons). Again, you may only **edit** or **delete** a form that is still in a **submitted** or **returned** status versus in a **processing** status.

2022-2023 Tuition Contract - Preschool Start

Tuition contract for MW2's, Fri 2's, 3-5's (2-day), 3-5's (4-day), and pre-K (not for Together Time families). Please submit only one contract per family for all your registered kids in these classes.

Submitted Last submitted **just now** View Edit Delete

17. A form may be returned to you for corrections. Please edit the form already submitted and resubmit a corrected version by selecting the **Edit** icon.

Submitting Additional Forms (Health and Safety/Family Forms)

1. The process to submit additional forms is like the process for submitting a tuition contract. Review what forms are required from your family by looking at the list of **Requirements** on the **Home** page.
2. Scroll down to the **Requirements** section on the **Home** page and look for the required forms for your enrolled students, family, and in-class working/volunteer caregivers. These can include health and safety form and other family forms (e.g. enrollment document).

Explorer Preschool Enrollment Form - Due 5/25/2022

Please fill out this form if you are enrolled in any program at Explorer Preschool: Together Time, MW2's, Fri 2's, 3-5's (2-day), 3-5's (4-day), and pre-K. Explorer Preschool Enrollment Form

Class Working/Volunteer Individual's TB Test Record - , Aubrey Lane - Due 5/15/2023

Submit a document for the TB test requirement for each working/volunteer individual in the classroom through this form. Class Working/Volunteer Individual's TB Test Record

Last submitted **11 months ago** Processed View

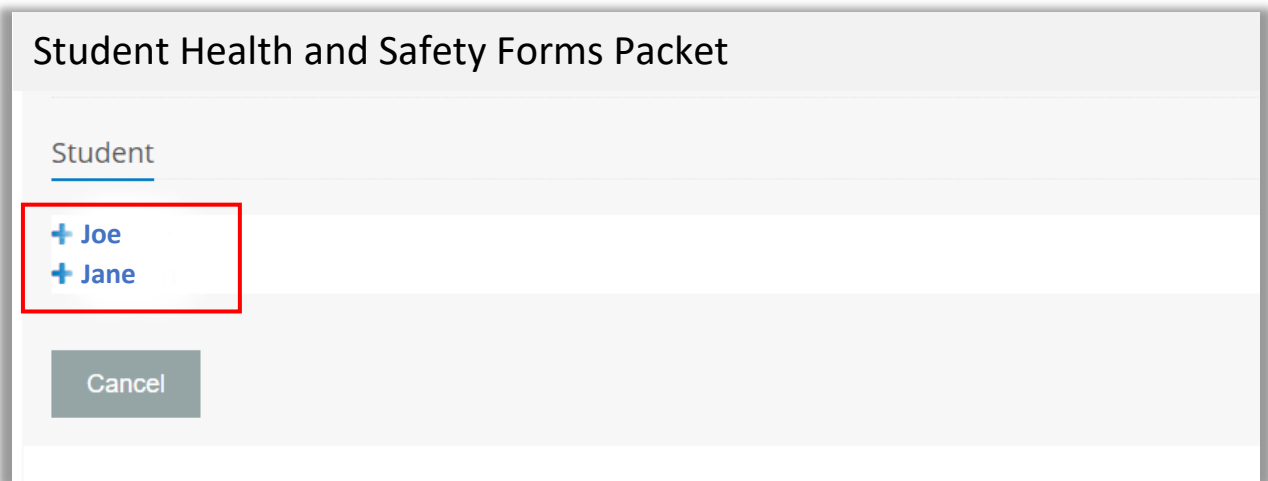
✓ Satisfied 7/18/2021 by , expires 5/15/2023

3. Select the **form button** to the right of the requirement.

Explorer Preschool Enrollment Form

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- The form will open for you to fill-out.
- Select the student(s) or caregiver(s) for which you want to submit the form by selecting the + sign next to their name to open the form. Please always review the information associated with each person who will be participating at Explorer for the upcoming year by clicking the plus sign to expand their information to ensure its correct. **Please note:** student names may include students who were enrolled at Explorer Preschool previously and have graduated. Please select the correct student when submitting the form.



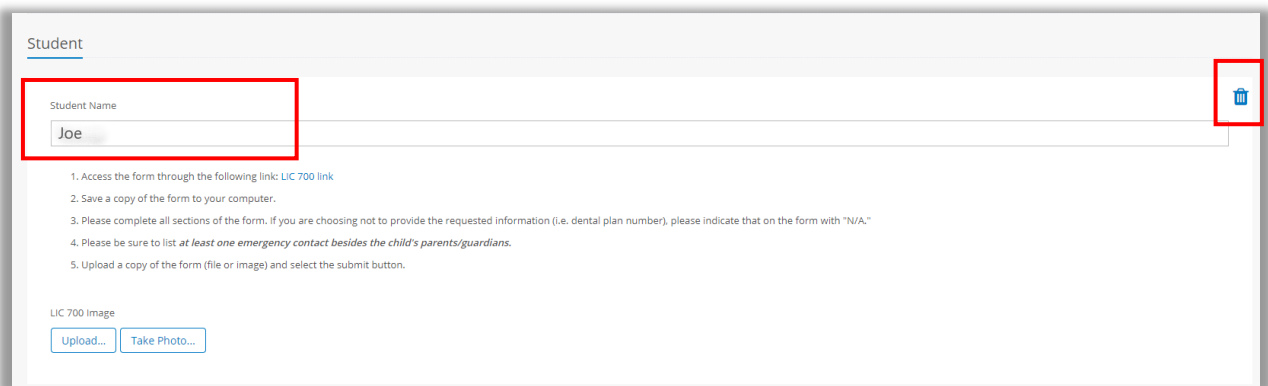
Student Health and Safety Forms Packet

Student

- + Joe
- + Jane

Cancel

- If you selected the wrong student, are not ready to submit, or are having a problem with uploading, click on the trashcan icon in the righthand corner to start over.



Student

Student Name

Joe

1. Access the form through the following link: [LIC 700 link](#)

2. Save a copy of the form to your computer.

3. Please complete all sections of the form. If you are choosing not to provide the requested information (i.e. dental plan number), please indicate that on the form with "N/A."

4. Please be sure to list *at least one emergency contact besides the child's parents/guardians.*

5. Upload a copy of the form (file or image) and select the submit button.

LIC 700 Image

Upload... Take Photo...

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7. Directions specific to each form can be found in the field below the Student Name (also refer to the **Requirement** for information about the form and submission).

The screenshot shows a web interface titled "Student". At the top, there is a "Student Name" field containing the name "Joe". Below this field is a list of five instructions for form completion, enclosed in a red rectangular box:

1. Access the form through the following link: [LIC 700 link](#)
2. Save a copy of the form to your computer.
3. Please complete all sections of the form. If you are choosing not to provide the requested information (i.e. dental plan number), please indicate that on the form with "N/A."
4. Please be sure to list *at least one emergency contact besides the child's parents/guardians*.
5. Upload a copy of the form (file or image) and select the submit button.

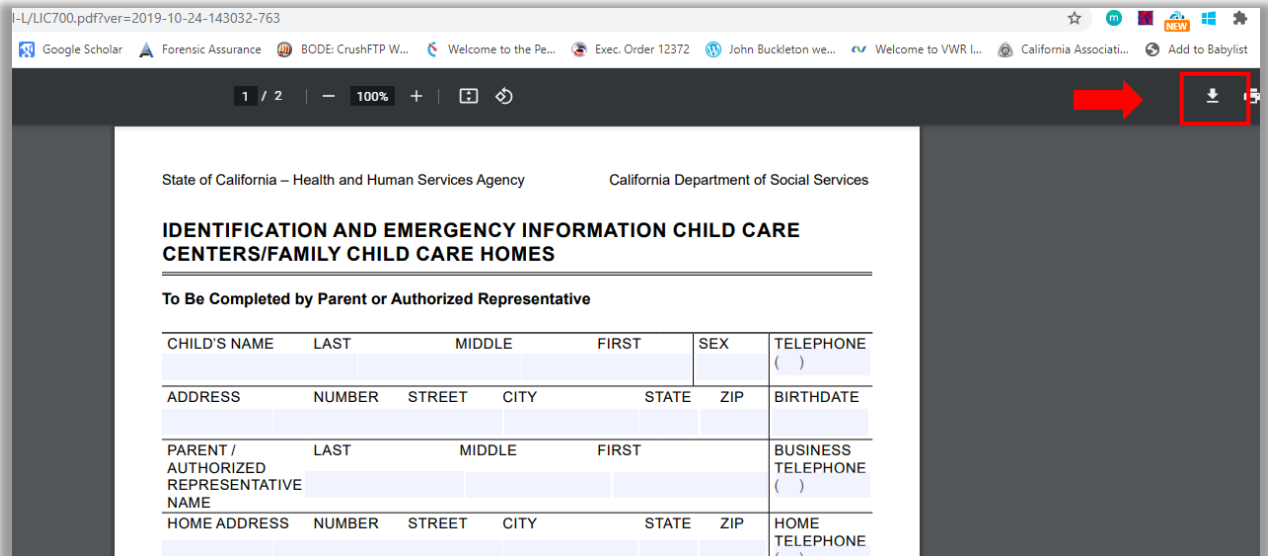
Below the instructions, there is a section labeled "LIC 700 Image" with two buttons: "Upload..." and "Take Photo..."

8. A link is provided for the health and safety forms. Access the forms by clicking on the link (Ex. **Student Health and Safety Forms Packet**).

The screenshot shows the same web interface as above. The "Student Name" field still contains "Joe". In this version, the instruction "1. Access the form through the following link: [LIC 700 link](#)" is highlighted with a red rectangular box. The other instructions and the "LIC 700 Image" section with "Upload..." and "Take Photo..." buttons are also visible.

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9. You will be directed to the form(s) location. **Download** a copy of the form and save it to your computer.



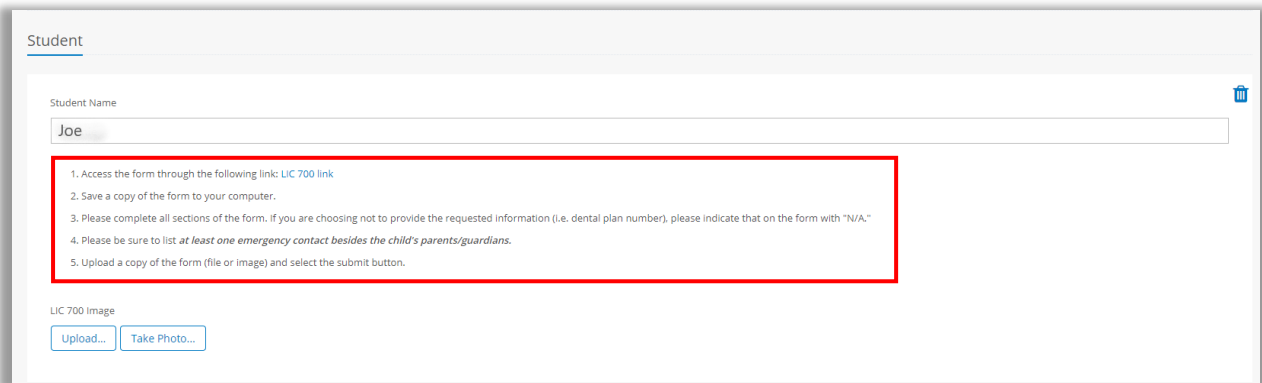
State of California – Health and Human Services Agency California Department of Social Services

IDENTIFICATION AND EMERGENCY INFORMATION CHILD CARE CENTERS/FAMILY CHILD CARE HOMES

To Be Completed by Parent or Authorized Representative

CHILD'S NAME	LAST	MIDDLE	FIRST	SEX	TELEPHONE	
					()	
ADDRESS	NUMBER	STREET	CITY	STATE	ZIP	BIRTHDATE
PARENT / AUTHORIZED REPRESENTATIVE NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE		
				()		
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP	HOME TELEPHONE
						()

10. Fill-out the form according to the directions. If a licensing form requires a **physician's signature**, **fill-out the relevant portions** for your student/working parent and have your physician sign and fill-out the appropriate fields indicated on the licensing form.



Student

Student Name

Joe

1. Access the form through the following link: [LIC 700 link](#)
2. Save a copy of the form to your computer.
3. Please complete all sections of the form. If you are choosing not to provide the requested information (i.e. dental plan number), please indicate that on the form with "N/A."
4. Please be sure to list *at least one emergency contact besides the child's parents/guardians*.
5. Upload a copy of the form (file or image) and select the submit button.

LIC 700 Image

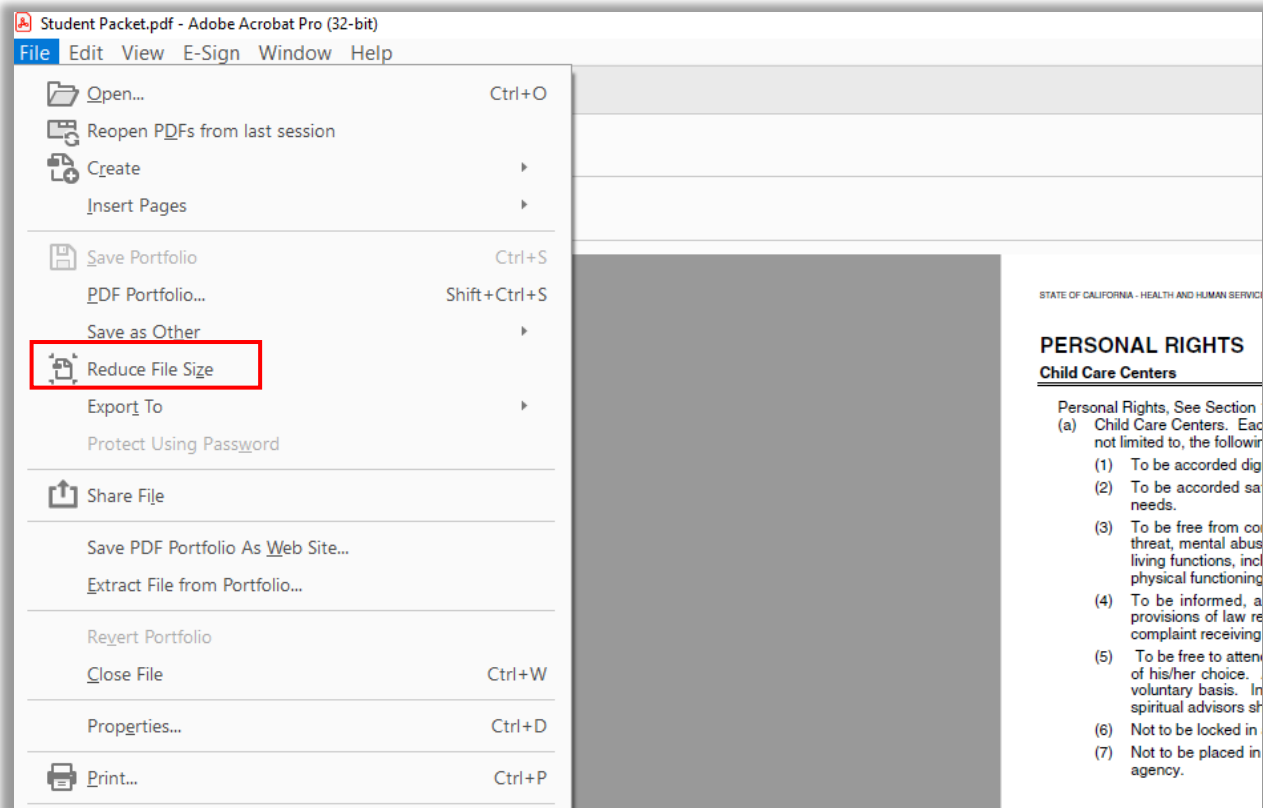
Upload... Take Photo...

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11. Once the form is complete including a wet or digital signature, **save the form as a PDF file or scan it** to your computer. Upload the file and make sure the name of the individual is listed on the file (e.g. name is printed on immunization record or filled-in for a licensing form).

The screenshot shows a web form titled "Student" with a "Student Name" field containing "Joe". Below the field are five numbered instructions: 1. Access the form through the following link: LIC 700 link; 2. Save a copy of the form to your computer; 3. Please complete all sections of the form. If you are choosing not to provide the requested information (i.e. dental plan number), please indicate that on the form with "N/A."; 4. Please be sure to list at least one emergency contact besides the child's parents/guardians; 5. Upload a copy of the form (file or image) and select the submit button. At the bottom, there is a section labeled "LIC 700 Image" with two buttons: "Upload..." (highlighted with a red box) and "Take Photo...".

12. If there is an error uploading the form, try reducing the file size in Adobe by selecting **Reduce File size** under the **File Menu** and **Save** the file.



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18. If you have separate files to upload, place all the files into one folder on your computer. Select **Upload** button and browse to open the computer folder with all the files for upload. Select one file and then select the control button before clicking on the second, third, and additional files. Click the **Open** button, and all the files should upload.
19. If there is a notification that there is not enough storage space, contact the Membership (membership@explorerpreschool.org) and Health and Safety (healthandsafety@explorerpreschool.org) Chairs.
13. If you need to scan printouts of files, please download, and use the free application, Genius Scan, to convert your files into scanned PDF files. Email these files to yourself to save to your computer.
14. Once the file(s) is/are uploaded, select the **submit** button.
15. Please access this [troubleshooting video](#) to explain some of the processes previously described for file upload.
16. Repeat this process for the health and safety forms and immunization records related to each student, in-class working/volunteer individual, or family form.
17. You may also access any form by selecting **Forms** in the left-hand panel to take you to the **Forms Library**, but please make sure you are selecting the correct forms associated with the requirements due for your family (again, the easiest method is to select the forms button to the right of your requirement from the Home Page). You would select the **Start** button to open the form from the Forms Library.

Accessing Forms Previously Submitted in Jovial

1. To access forms that were previously submitted in Jovial to resubmit for the 2023-2024 school year, please watch the following videos:
 - a. [How to access forms in Jovial for your student](#)
 - b. [How to access and submit In-Class Volunteer H&S forms](#)
2. Here is a quick reference for the names of each file/form that will now be submitted for each NEW requirement/form:
 - a. Student Health and Safety Forms Packet (2023-2024) will include all the previously submitted forms (you can find under your family's submission):
 - i. LIC 613A - Personal Rights: Child Care Centers
 - ii. LIC 627 - Consent for Emergency Medical Treatment
 - iii. LIC 700 - Identification and Emergency Information

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- iv. LIC 701 - Physician's Report: Child Care Centers
 - v. LIC 702 - Child's Preadmission Health History
 - vi. LIC 995 - Child Care Center: Notification of Parent's Rights
 - vii. Child's Immunization Record – Preschool
- b. In-Class Volunteer Health and Safety Forms (2023-2024) will include the following previously submitted forms and the new form:
- i. LIC 503 - Health Screening Report Facility Personnel
 - ii. Class Working/Volunteer Individual's Immunizations (Measles & Pertussis)
 - iii. LIC 9108 - *NEW* form for the 2023-2024 school year

Review, Edit, Delete Forms

1. At any point, you may **view**, **edit**, or **delete** a submitted contract or form on your requirement by selecting one of the **icons**. **Please note:** you may only edit or delete a form that is still in a **submitted** or **returned** status versus in a **processing** status.

2022-2023 Tuition Contract - Preschool - Due 5/25/2022

Tuition contract for MW2's, Fri 2's, 3-5's (2-day), 3-5's (4-day), and pre-K (not for Together Time families). Please submit only one contract per family for all your registered kids in these classes.

2022-2023 Tuition Contract - Preschool

Last submitted just now submitted

[View](#) [Edit](#) [Delete](#)

2. Each year, you will be asked to review at a minimum, your **LIC 627** and **LIC 700** forms for any updates to your forms. If there are any updates, please resubmit these forms. If any allergies or additional conditions exist for your child, you will be able to alert us through the **Explorer Enrollment** form released in the Spring or with enrollment and the **Family and Individual Student Care Plan** released in the Fall when school starts.
3. You may also perform **view**, **edit**, or **delete** forms within the **forms** library by selecting one of the icons. Again, you may only **edit** or **delete** a form that is still in a **submitted** or **returned** status versus in a **processing** status.

2022-2023 Tuition Contract - Preschool

Tuition contract for MW2's, Fri 2's, 3-5's (2-day), 3-5's (4-day), and pre-K (not for Together Time families). Please submit only one contract per family for all your registered kids in these classes.

Start

Submitted Last submitted just now

[View](#) [Edit](#) [Delete](#)

4. A form may be returned to you for corrections. Please edit the form already submitted and resubmit a corrected version by selecting the **Edit** icon.

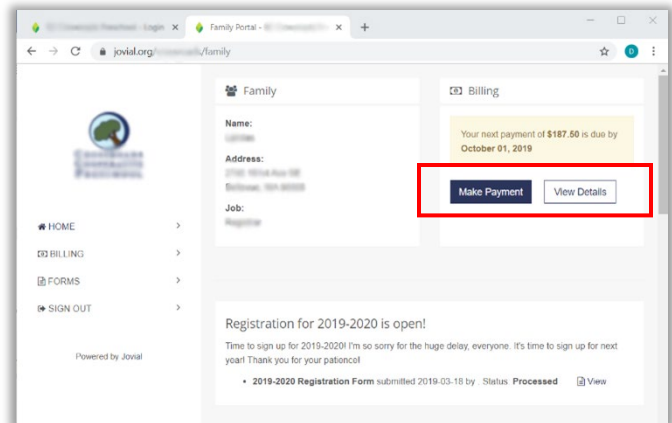
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Making a Payment in Jovial

Overview

At the top right of the home page, you will see your **Billing** Pane. It shows the minimum amount due and a due date. You can use the buttons in that pane to **make a payment** or **view** your billing details.

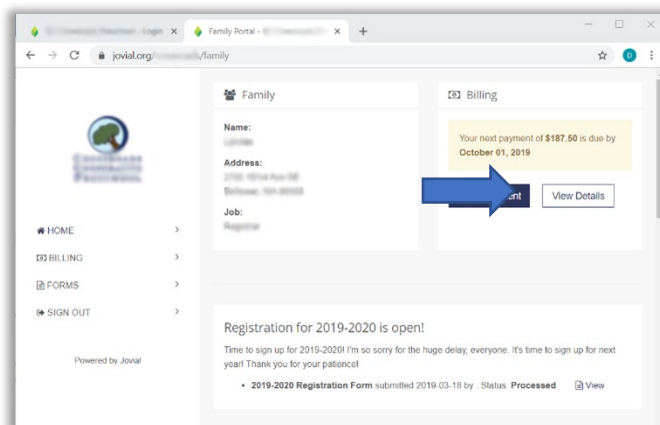
Please make your minimum contract payment as an E-Payment through Jovial. Monthly tuition payment can be made by check, or as an E-Payment. If you are unable to make an E-Payment, please contact controller@explorepreschool.org.



The most convenient way to pay is to use the **View Details** and **Make Payment** links in the family portal to submit electronic payments. Jovial is set up to accept ACH payments.

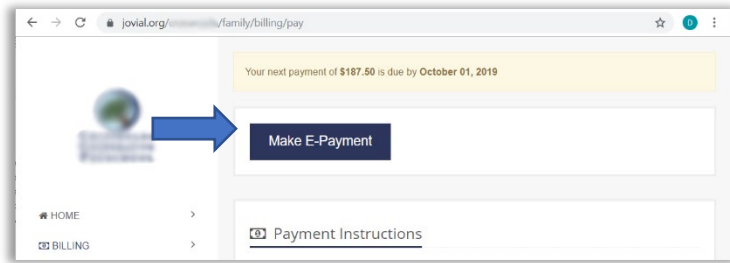
New Payment Account Setup

1. Click View Details to review a summary of your family's billing statement.



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2. Click the **Make E-Payment** button in the Billing Pane on the home page of your portal.



3. Enter **Payment Amount** (e.g., Total amount for minimum payment) and select the **ACH** button.

A screenshot of the 'Enter Payment Amount' form. The title is 'Enter Payment Amount'. Below it, the text 'Amount to Pay (US Dollars)' is followed by a text input field containing '0.00'. The next section is 'Choose Payment Method', which features a button labeled 'ACH' highlighted with a red box. Below the 'ACH' button, the text 'Direct payment from checking/savings account' is visible.

4. Fill-in the form with bank information and click the **Next-Review Payment** button.

A screenshot of the 'Enter Bank Account' form. The title is 'Enter Bank Account'. It contains several input fields: 'Routing Number' (with a sub-label 'U.S. Bank Accounts only'), 'Account Number', 'Account Holder's Name' (with sub-labels 'First Name' and 'Last Name'), and 'Account Type' (with a dropdown menu showing 'Checking'). A 'Cancel' button is at the bottom left. To the right of the form is a preview of a check with fields for 'YOUR NAME', 'DATE', 'PAY TO THE ORDER OF', and '\$'. Below the check preview, the routing and account numbers are displayed with labels: 'ROUTING NUMBER', 'ACCOUNT NUMBER', and 'CHECK NUMBER'. A blue button labeled 'Next - Review Payment' is highlighted with a red box at the bottom right.

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- The final screen will show a transaction summary and confirm the total amount to be charged. Any fees will also be reflected on that page for your information. Please **check the box** to acknowledge the fine print on the payment page.

Review Payment E-Payments Help/FAQ

Payment Date	May 8, 2021
Payment Method	Chk ****1683
Amount Paid toward Balance	\$100.00
Total Charge	\$100.00

All amounts in US Dollars

I authorize Explorer Parent Participation Preschool to initiate an electronic debit against my bank account on or after May 8, 2021 for the amount of 100.00. I acknowledge that the origination of ACH transactions to my account complies with United States law. My account information is as follows: Chk 1683

Your ACH payment to Explorer Parent Participation Preschool will be processed by Dwolla, our service provider for ACH payments. Please check this box to indicate you have read and agree to the Dwolla Terms of Service and Privacy Policy, and the Explorer Parent Participation Preschool Terms of Service and Privacy Policy.

- Click the **Agree & Submit Payment** button and the screen below should appear. Select **OK**.

Thank you for your payment!
Your payment will post to your account as of the date shown below

Payment Date/Time	May 8, 2021 10:47:32AM
Payment Method	USAA FEDERAL SAVINGS BANK Chk ****1683
Amount Paid toward Balance	\$100.00
Total Charge	\$100.00

All amounts in US Dollars

- If this is your first time making a payment, you will have to complete an ACH verification. Please review the [E-Pay FAQ's](#) for details regarding ACH verification and any other questions related to making e-payments.

Your bank account USAA FEDERAL SAVINGS BANK Chk ****1683 is pending ONE-TIME verification
For your protection, we will not process any payments to this bank account until you have verified it.

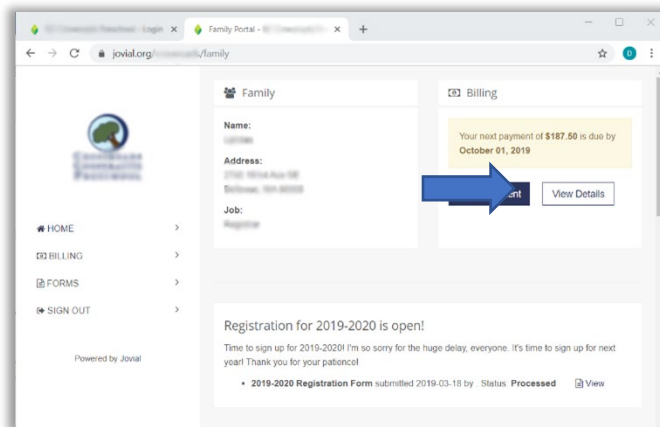
We sent two small deposits to your bank account on 5/8/2021 10:47:29AM. They should appear in your online bank statement after 1-2 business days. Please visit your bank's website, go to your online statement, obtain the amounts of the two deposits, then click the button below to verify your account.

JOVIAL FAMILY PORTAL GUIDE

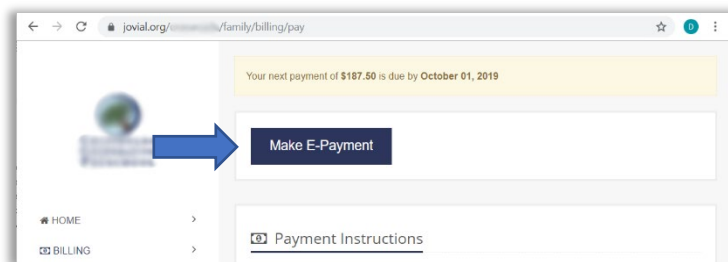
8. After your account is linked to your Family Portal, you may make class payments manually when they are due, enroll in autopay, or pay in advance.

Returning User Payments

1. Click View Details to review a summary of your family's billing statement.



2. Click the **Make E-Payment** button in the Billing Pane on the home page of your portal.



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3. Enter **Payment Amount** (e.g., Total amount for minimum payment which may also auto populate) and select the **drop-down arrow** next to **Saved Bank Account**.

Enter Payment Amount

Amount to Pay (US Dollars)

570.00

Choose Payment Method

Saved Bank Account ▼

ACH

USAA FEDERAL SAVINGS BANK Chk ****1683

Direct payment from checking/savings account

4. Select **Make Payment with this payment Method**.

Choose Payment Method

Saved Bank Account ▼

ACH

Direct payment from checking/savings account

Make Payment with this payment Method

Setup AutoPay with this payment method

Delete this payment method

5. Select the **Next - Review Payment** button.

You have elected to pay with:

[E-Payments Help/FAQ](#)

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Cancel

Next - Review Payment

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6. A new window will open to review your payment. Review your payment and select the **Agree & Submit Payment** button.

Review Payment E-Payments Help/FAQ

Payment Date	May 7, 2022
Payment Method	USAA FEDERAL SAVINGS BANK Chk ****1683
Amount Paid toward Balance	\$570.00
Total Charge	\$570.00

All amounts in US Dollars

I authorize Explorer Parent Participation Preschool to initiate an electronic debit against my bank account on or after May 7, 2022 for the amount of 570.00. I acknowledge that the origination of ACH transactions to my account complies with United States law. My account information is as follows:
USAA FEDERAL SAVINGS BANK Chk 1683

Cancel Agree & Submit Payment

Set-Up AutoPay

1. Under **Choose Payment Method**, select **Setup AutoPay with this payment method**.

Choose Payment Method

Saved Bank Account ACH

Make Payment with this payment Method
Setup AutoPay with this payment method
Delete this payment method

Direct payment from checking/savings account

2. A new window will open, select the **Agree and Enable AutoPay** button to enable AutoPay.

USAA FEDERAL SAVINGS BANK Chk ****1683

I authorize Explorer Parent Participation Preschool (including its authorized agents), to debit my USAA FEDERAL SAVINGS BANK Chk ****1683 bank account for any amounts owed to Explorer Parent Participation Preschool at any time in the future, including processing fees if applicable. If in the future I wish to pause or revoke this authorization, I will change my AutoPay settings within the school's Family Portal, accessible at <https://www.jovial.org/explorerer/family>, or contact a school representative.

Cancel Agree and Enable AutoPay

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3. You will have the following view through the **Make Payment** link under **Billing** if AutoPay is enabled for your family.

