

## KinderCare Education Online Registration Instructions for Recurring Payment of Tuition Fees

**Congratulations! Now that you have accepted WBCC's admission offer and paid up your initial first month's tuition deposit, your next step is to sign up for your recurring payment of your child's tuition fees. Please sign up immediately in order for us to appropriately credit your 1<sup>st</sup> month's tuition to your account.** Note that if you are using a Macintosh computer to register, please use a Firefox or Internet Explorer browser instead of Safari. Also, if accessing the site from the World Bank, please use the most updated version of Internet Explorer, otherwise, you may have problems filling up the forms.

### **Step One      Register Online Here**

Create your account - username and password

Create an account under the **Bank Staff's name** as this will be used for eligibility verification

Select **World Bank** in the Employer/Affiliation, and enter your **UPI #** in the Employee ID field

<u>Employer/Affiliation</u>	World Bank	or
Company Code	leave blank	<a href="#">validate</a>
Employee ID	enter your UPI#	

Thereafter, begin putting in your child's information.

Once you have completed the enrollment, we will receive notice that your enrollment is "pending approval". We will then approve the enrollment.

### **Step Two      Register for Recurring Payments**

Once you complete the enrollment, you will be able to create your recurring payments (instructions below). We require that tuition payments be received by the 2nd of each month.

**If you choose the option of paying via credit or debit card option, please note that you will be charged a convenience fee of up to 2.5% of the amount paid. You can avoid these fees by providing us your personal checking information for automatic monthly deductions.**

Log in

Click "make a payment"

Choose option 2 to set up your account and add new

Select payment option (checking/savings)

Verify your information then submit

Click the recurring payments

Click add new Recurring Payment

Select Funding Account

Enter start day (next day)

Agree to the text

Click next, review and click submit

**Important Reminder:** Submit your forms as soon as possible so we can review these and see if all your paperwork is in order. **ALL** paperwork must be completed and turned in **before** your child begins. If not, your child will not be able to begin transition.

For any online registration related questions, please contact our Admin Coordinator -- **Linda Rodgers at tel # 202-473-7010 (ext 37010)**, or via e-mail at **lrodgers@worldbank.org**