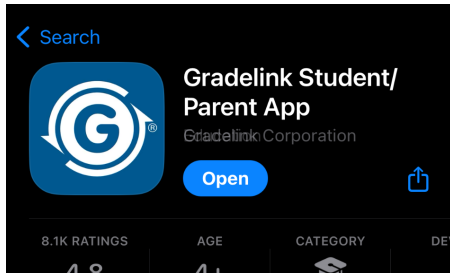
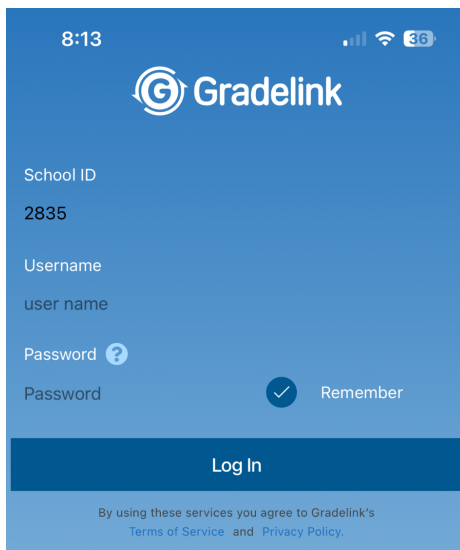


How to Make Payments on Gradelink

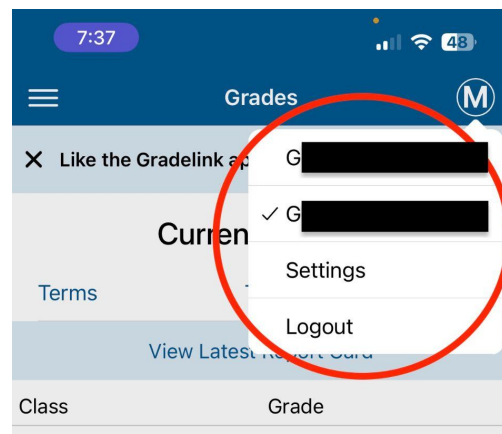
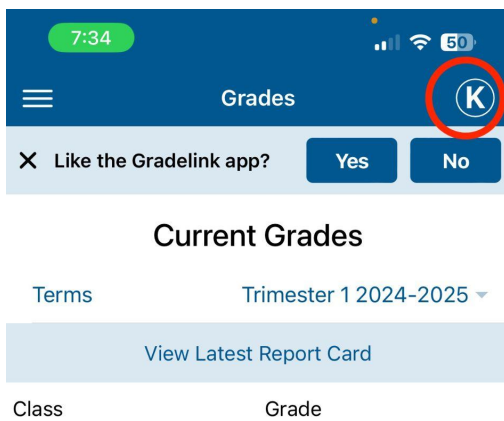
1. Download the app “Gradelink Student/Parent App” on the [App Store](#) or [Google Play](#).



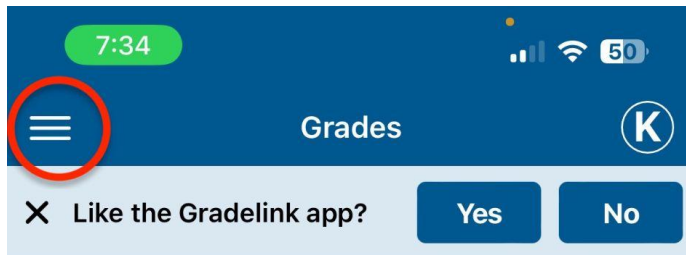
2. Open the app, and login with the School ID (2835), your username, and password.



3. Click on the letter in the upper right-hand corner and make sure you have a checkmark by the name of your oldest child.



4. Click on the three lines in the upper left-hand corner.



Current Grades

Terms

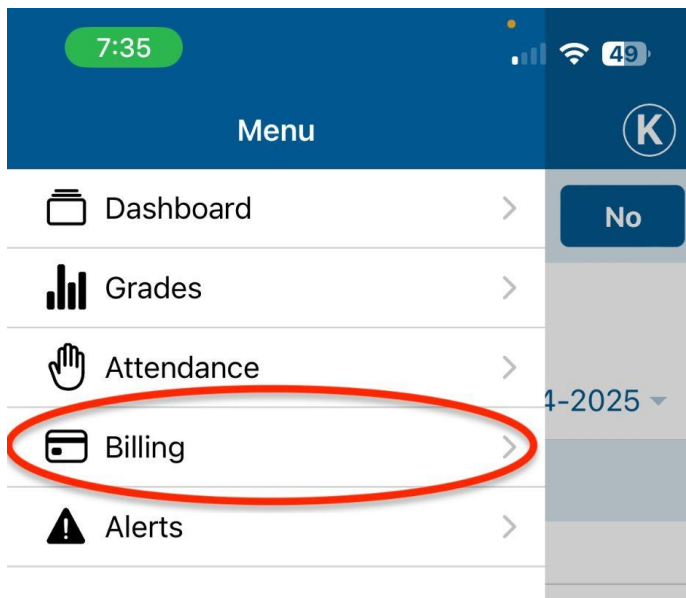
Trimester 1 2024-2025 ▾

[View Latest Report Card](#)

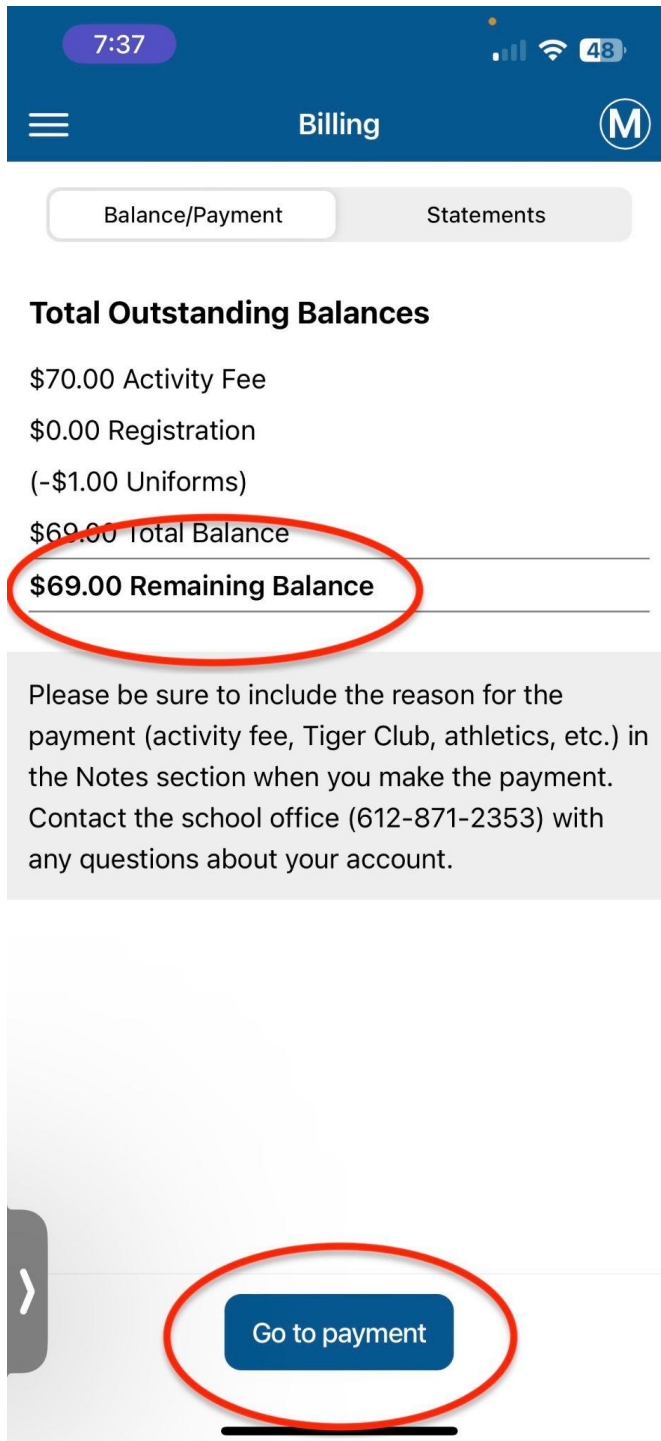
Class

Grade

5. Click on "Billing" in the dropdown menu.



6. Use this screen to figure out how much you need to pay. Click on “Go to payment”.



7. Fill out the information on the next screen. Everything with a * is required. Be sure to include a description in "Notes" with what you are making the payment for (Activity Fee, Tiger Club, Cross Country, Worship Team, etc.). You can pay with your bank account (eCheck) or Credit Card by clicking on the appropriate button.

The image displays two screenshots of a mobile application's "Billing" screen. The left screenshot, taken at 1:17, shows the initial form with fields for "First Name", "Last Name", and "Email", each with a red asterisk indicating it is required. Below these fields are two buttons: "eCheck" and "Credit Card". Further down are fields for "Routing Num", "Account Num", "Bank Name", and "Account Type", all marked with red asterisks. A note states "eCheck payment limit: \$2,000.00". At the bottom, there is an "Amount" field with a red asterisk and a "\$" symbol, and a processing fee notice: "A processing fee of \$0.20 will be added to this transaction." The right screenshot, taken at 7:38, shows the same form with some fields filled in. The "Email" field contains "Enter Email". The "eCheck" button is selected. The "Routing Num" field contains "Routing Number". The "Account Num" field contains "Account Number". The "Bank Name" field contains "Bank Name". The "Account Type" field is a dropdown menu with "Select Account Type" selected. The "Amount" field contains "\$ 69". The "Total" is displayed as "\$69.20". The "Notes" field, which is a text input area, is circled in red and contains "Enter Notes". The "Pay Now" button is highlighted in blue.

Billing [X]

First Name * Enter First Name

Last Name * Enter Last Name

Email * Enter Email

eCheck **Credit Card**

Routing Num * Routing Number

Account Num * Account Number

Bank Name * Bank Name

Account Type * Select Account Type ▼

eCheck payment limit: \$2,000.00

Amount * \$ Enter Amount

A processing fee of \$0.20 will be added to this transaction.

Billing [X]

Email * Enter Email

eCheck **Credit Card**

Routing Num * Routing Number

Account Num * Account Number

Bank Name * Bank Name

Account Type * Select Account Type ▼

eCheck payment limit: \$2,000.00

Amount * \$ 69

Total * \$69.20

Notes Enter Notes

Cancel Pay Now

8. Click on "Pay Now".

The image shows a mobile application interface for a "Billing" screen. At the top, there is a status bar with the time 7:38, signal strength, Wi-Fi, and a 48% battery level. The "Billing" title is centered at the top with a close button (X) on the right. Below the title, there is an "Email *" field with the placeholder text "Enter Email". A payment method selector shows "eCheck" as the active option, with "Credit Card" as an alternative. Below this, there are four more fields: "Routing Num *" with placeholder "Routing Number", "Account Num *" with placeholder "Account Number", "Bank Name *" with placeholder "Bank Name", and "Account Type *" with a dropdown menu currently showing "Select Account Type". A blue text line indicates the "eCheck payment limit: \$2,000.00". The "Amount *" field is set to "\$ 69". A note states: "A processing fee of \$0.20 will be added to this transaction." The "Total *" is calculated as "\$69.20". There is a "Notes" field with the placeholder "Enter Notes". At the bottom, there are two buttons: "Cancel" and "Pay Now". The "Pay Now" button is highlighted with a red circle. A grey sidebar with a chevron icon is visible on the left edge.

7:38 48

Billing X

Email * Enter Email

eCheck Credit Card

Routing Num * Routing Number

Account Num * Account Number

Bank Name * Bank Name

Account Type * Select Account Type ▼

eCheck payment limit: \$2,000.00

Amount * \$ 69

A processing fee of \$0.20 will be added to this transaction.

Total * \$69.20

Notes Enter Notes

Cancel Pay Now

9. If this box pops up with the word "Success!", then you have made your payment! Click "OK" to close the box.

The screenshot shows a mobile application interface for a billing system. At the top, a dark blue header bar contains the word "Billing" and a close button (X). Below the header, the "Email" field is populated with "agenerally@trinityfirst.org". There are two buttons: "eCheck" (selected) and "Credit Card". The "Routing Num" field contains "081000210". A white modal dialog box is centered on the screen, displaying "Success!" in bold, a large black square redaction, and the text "Payments may not be reflected immediately in your balance." with an "OK" button. Below the dialog, the "Amount" field shows "\$ 69". A note states: "A processing fee of \$0.20 will be added to this transaction." The "Total" is "\$69.20". The "Notes" field contains "activity fee". At the bottom are "Cancel" and "Pay Now" buttons. The status bar at the top shows the time as 7:40 and battery at 47%.

7:40 47

Billing X

Email * agenerally@trinityfirst.org

eCheck Credit Card

Routing Num * 081000210

Success!

Payments may not be reflected immediately in your balance.

OK

Amount \$ 69

A processing fee of \$0.20 will be added to this transaction.

Total * \$69.20

Notes activity fee

Cancel Pay Now