



ON-LINE PAYMENT INSTRUCTIONS

1. Go to www.collegedaleacademy.com
2. Click the “MY CA” in the upper most menu bar of the homepage.
3. Scroll down to Quick Links
4. Click on Pay Online option.
5. Click the option “First Time Users” to create your account.
6. Enter your e-mail address and a password.
7. Check your e-mail and find the link to verify your new account.
8. Enter your student’s name and “sub-account”/Student ID number from your statement (you can also obtain their Student ID# from the Business Office. Do not use “Account” #134100).
9. Proceed to make your payment. Enter the exact amount you would like to pay per student.
10. Choose your payment type - Electronic Check (preferred payment because it only costs the school 20 cents per transaction, no matter how large the amount), Debit or Credit Card.
11. Enter all your Banking or Credit Card information and Confirm.
12. Verify and Submit.

Payments may be made for Tuition and selected miscellaneous school fees