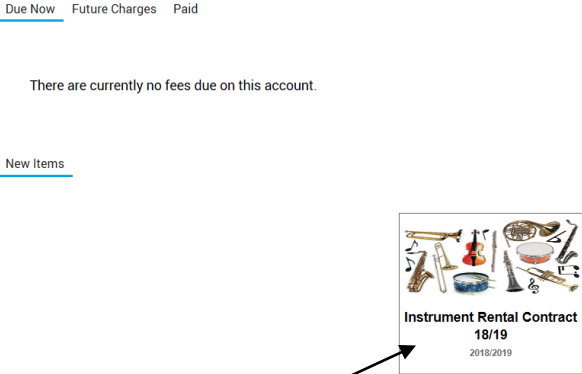


FAQs- Online Instrument Rental Contract

- 1. Once you are signed into your online account, single click on your child’s name to be able to view the **Instrument Rental Contract** button when you sign in to your account. If you only have one child in the Calgary Catholic School District, you don’t need to single click on their name.



- 2. Single click on the **Instrument Rental Contract** button. The instrument rental contract will pop up. Read the document and complete the fields located at the bottom of the document.

Date of Form Submission Choose the school your child is attending:

Student ID Student Last Name Student First Name

Parent/Guardian Last Name Parent/Guardian First Name

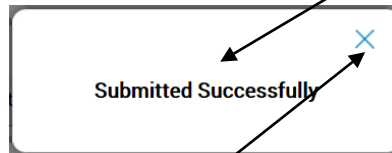
By checking this box, I/we acknowledge and agree to the terms and conditions outlined above.

IMPORTANT: to submit the Instrument Rental Contract, please click "Submit" below.

Note: All the mandatory fields (highlighted yellow above) need to be completed before the form can be submitted including a check in the acknowledgement box.

- 3. To submit your form, single click on the **Submit** button.

- You will receive the following notification on your screen: **Submitted Successfully**
You will also receive an email confirmation of your form submission.



- Close the notification with a single click on the **X**.
- The **Due Now** area of your account will show the fee that has been added to your account.

Due Now Future Charges Paid

Calgary Catholic District Fees (QAM 2018-01-25)

2018/2019	Fee	Paid	All Adj	Due	In Cart
Individual Assessments					
District Instrument Rental Fee 18/19	\$100.00	-	-	\$100.00	<input type="checkbox"/>
Total:	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00

- You can return at a later point to continue the payment process or to make the payment immediately, follow the steps below.

- To add the item to your Cart, put a check in the **In-Cart** box.

- To submit the payment, single click on the **Cart** in the upper left corner of the screen.



10. Your **Cart** screen will appear showing the detailed item.

Calgary Catholic District Fees (QAM 2018-01-25)		
2018/2019	Due	Pay
Individual Assessments		
District Instrument Rental Fee 18/19	\$100.00	\$100.00
Total:	\$100.00	\$100.00

11. Complete your **Payment Method** information and single click on **Submit Payment**.
Note: Partial payments are allowed for instrument rentals.


Total Amount
\$100.00


Payment Options
If you are unable to make a full payment at this time, you can make a partial payment.
[Partial Payment](#)

Payment Method

No Saved Cards on Profile
[Manage Saved Cards](#)

Credit Card



INTERAC® Online


Pay by Credit Card

Cardholder Name

Credit Card Number

Expiration Date
01 (Jan) / 2018

CVD (# on back of card)

Payment Amount: **\$100.00 CDN**

[Cancel](#) [Submit Payment](#)

12. You will receive an email confirmation of your completed transaction.