

How to Make Monthly Online Payments for Private Music Instruction

If you are a new or prospective student, please make sure you have made scheduling arrangements with your instructor PRIOR to making a payment. The online portal is used to make monthly payments for CAA private music instruction that has been pre-arranged with the instructor. Before you use the system for the first time, or if you are not sure of your instructor's hourly rate or have questions, please email Lynn Hanson at hansonl@pfw.edu.

Note that the payment portal works best on a computer with Chrome and Firefox web browsers. Errors have been reported with Explorer and Safari. Using a cell phone or tablet is not optimum and users have reported difficulties with these devices.

Payments should be made by the **first day of the month** in which they are being taken.

To pay online, click this link:

<https://www.enrole.com/pfw/jsp/course.jsp?categoryId=10004&courseId=CAA105>

Instructions:

DO NOT create a User Name and Password; DO NOT choose the Sign In button. Only choose the Add Attendee, Submit and Checkout buttons.

1. Click on the current date session listed under Available Sessions for which you are making payment. A new screen will open.
2. Scroll down to Session Detail, select the correct Price (length of lesson and rate for the desired number of lessons) from the dropdown menu. There are many options; contact Lynn if you don't see the one you need.
3. Click Add to Cart at the bottom of the screen; a new page will open.
4. Scroll down and click Add Attendee at the bottom of the screen; a new page will open (you may do this more than once if you have multiple children taking the *same length of lesson* from the *same instructor*).
5. Fill out the required contact information using the **student name, not the parent name** (most people find this self-populates after entering your email address); make sure to check the "skip company information" box. Click Submit at the bottom of the page; a new screen will open.
6. On this page (the student name should appear under Attendee List and the correct price should appear in the Shopping Cart) scroll to the bottom and click Checkout.
7. Choose your instructor's name from the dropdown menu; you can include custom information in the notes section if you wish regarding this payment; otherwise type N/A in that area. You can choose an option regarding "How did you hear about us?" or you can click Next to skip this information if you wish; a new screen will appear.
8. Check the Summary Review to make sure it is correct then click Submit Order.
9. You will be taken to a secure location to enter your credit card information; follow the prompts to complete the process. You will receive an email confirmation of your credit card transaction.