

# Temple Isaiah Religious School Online Registration Instructions

## ONLINE ENROLLMENT INSTRUCTIONS

Welcome to Temple Isaiah's Online Religious School Registration. Before you start registering online, you should read the instructions below to guide you through the online registration process.

Note, required *fields are marked with a red asterisk \** and **MUST** be filled out before you will be able to continue on to the next section.

### Step 1 - Navigating to Religious School Registration

To access Temple Isaiah's online registration, go to <http://templeisaiah.com/enrollment>  
**Click: enroll now.** Following this link will take you to our secure **"Members Only"** area of the Temple Isaiah website, which requires an e-mail address already on file with Temple Isaiah and a password in order to login.

### Step 2 - If you don't have or don't remember your Password:

Click on the **"click here"** purple box link at the bottom of the screen. Type the member's email on file with the temple and click **SUBMIT**, then check your email inbox for a confirmation of your login and password.

### Step 3 - Logging In

After you have received your password, use your login information to enter the Temple Isaiah **"Members Only"** area. Logging in will take you to the online **"Members Only"** home page. The panel on the left of our home page has a link called: Religious **School Registration Starting from that page, follow the steps below to register online.**

### Step 4 - Navigating to Religious School Registration

Click on the **"Religious School Registration"** link on the panel on the **LEFT-SIDE** of your screen.

### Step 5 - Select Child to Register

To start, select the child you wish to register from the list on your screen and click the **"Emergency/Medical Information"** button to continue.

### Step 6 - Emergency Medical Information

Complete all 3 tabs of the Emergency and Medical Information. These tabs **MUST** be completely filled out before you will be able to continue, once completed click the **"OK"** button.

### Step 7 - Adding a Class

Once you have completed the "Emergency Medical Information" section click on the **"Add Class"** button to continue. Select the class you want to register your child for from the "drop down" list. Fees will automatically be filled in based on your selection. **(Reference religious school website for additional information and class descriptions.)** (over)

## Step 8 - Billing Selection

**On the same page**, select the payment option you prefer from the drop down menu next to the **"Billing"** label.

The **options are**:

1. *FACT\*(For all multiple payment plans using either credit cards or automatic deductions from checking accounts),*
2. *A one-time payment by check. This payment must include tuition and Temple dues IN FULL. The check must be submitted to the Religious School office no more than 3 days after submitting your registration form.*
3. *A one-time payment by credit card. This payment must include tuition and Temple dues IN FULL and has a 3% charge to cover the credit card fees.*

Click the **"OK"** button to continue.

❖ **IMPORTANT:** *If you select to pay by **FACT (automatic monthly deduction from your checking account or automatic charge to credit card)**, you **MUST** click on the "FACT" link located at the bottom of the registration confirmation page at the end of the religious school enrollment process and establish your payment agreement with FACT. Your child will **NOT** be placed in a religious school class until you have established the payment agreement with FACT. **A \$50.00 non-refundable "FACT Enrollment Fee" will be added to your first payment if your payments are withdrawn from your checking account (ACH Payments).** If you are paying by automatic credit card payments, a 3% administrative fee will be added to your payments.*

## Step 9 - Deposit Payment

Once you have completed the application you will **immediately** be required to pay the **"\$250 non-refundable deposit"** by credit card. **There is no 3% fee applied to this charge.** Applications submitted without the fee will NOT be processed until the fee is received. Enter the necessary credit card information and click the **"OK"** button to continue.

## Step 10 - Submit Your Payment/Application.

When your registration form and \$250 deposit payment by credit card has been electronically submitted, or your payment in full has been submitted, a confirmation screen will appear letting you know **"Your payment has been received"**. This is verification that your Temple Isaiah Religious School Registration has been completed. Once the application is submitted you will NOT be able to edit it. If you need to edit something after the application is submitted please call 310.277.2661. You will receive an e-mail confirmation of your deposit from Temple Isaiah. Please print a copy of it for your records.

**Congratulations, your child has now been registered for  
Temple Isaiah's Religious School 2018/2019!**