



SERVING SCHOOLS AND FAMILIES

# Making Tuition Management [Child's Play]

TADS Billing & Tuition Management system makes managing all the aspects of your families' tuition and other school related payments easy peasy, including:

- Choosing from Multiple Payment Options
- Switching Between Payment Options Throughout the Year  
*Automatic, Credit Card, Check, Money Order or Digital E-check*
- Making Past Due Payments
- Personal Customer Care from TADS

## Getting Started is Easy

### CREATE ACCOUNT

1. Look for your set up code coming from TADS via email or letter.
2. Follow the web page link provided with your set up code.
3. Select **"Create a New Account"**.

The screenshot shows a web form for creating a new account. It has two input fields: 'Email' and 'Password'. Below the password field, it says 'Passwords are case-sensitive'. At the bottom, there are three buttons: 'Login' (grey), 'Create a New Account' (green), and 'New Account Login' (green with a white arrow pointing left).

4. Enter information for new account and **"Submit"**.  
Your account set up is now complete. Please continue to...

### AGREEMENT SETUP

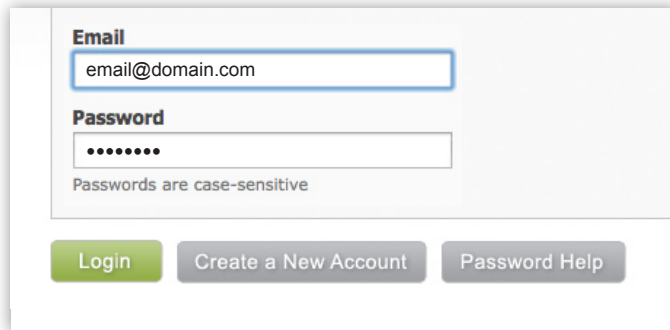
5. Go to the Agreements tab and follow the **"Click here to set up this agreement"** link for your school.
6. Review your agreement, payment and installment options.  
Don't forget to review and agree to the terms and conditions.  
Finally, select **"Submit"** to apply agreement terms. That's it!  
Your agreement set up is complete.



## EASY ACCOUNT MANAGEMENT

To view, make payments or manage your account online;

1. Go to [myTADS.com](http://myTADS.com) to login.
2. Select the Billing & Tuition Management login.
3. Enter your email and password then select **"Login"**.  
If you can't remember your information please select "Password Help".



Home

Admissions

Enrollment

Financial Aid

Agreements

Billing

Required Documents

From your toolbar under the Agreements and Billing tabs, you can:

- View your balance and payment history
- Change/update your financial account(s) information
- Make a payment online
- Update your profile information (address, phone number, etc.)
- View your complete history with TADS
- View all upcoming invoices
- Print information for your records
- Verify changes made by the school

You can update your profile and security questions by selecting your account name link located in the upper right hand corner and then clicking either **"Edit"** or **"Change Password"**.

### If you have any questions TADS can help!

Contact one of our customer service specialists at [support@tads.com](mailto:support@tads.com), or 800.477.8237 today!

TADS



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