

## HOW TO MAKE PAYMENTS

### GENERAL PAYMENT INSTRUCTIONS

Go to [silverbirchbranch.org](http://silverbirchbranch.org)→REGISTER/LOGIN→Returning Camp LogIn button.

**LOGIN** with your **Username and Password**.

(If you have forgotten your Username or Password, you have the option to retrieve them on this same page. You will be communicated with via the email address you used when you set up the account. IF that email address has changed since you set up the account, please go to the Account button on your online Dashboard to update that info.

Click on the Make a Payment button at the top of the screen or the Financial button.

Select the camper names for whom you'd like to make a payment. Follow the instruction prompts.

(You can make both camp session Registration and Canteen payments by clicking on each tab and selecting/entering the desired payment amount.)

Please note that a \$75 non-refundable deposit is needed to secure the camper spot in the session and to complete the registration.

### HOW TO ACCESS/SET UP OR ADD FUNDS TO CANTEEN (STORE) ACCOUNTS ONLINE

Go to [silverbirchbranch.org](http://silverbirchbranch.org)→Register/Login→Returning Camper LogIn button.

**LOGIN** with your **Username and Password**.

(If you have forgotten your Username or Password, you have the option to retrieve them on this same page. You will be communicated with via the email address you used when you set up the account. IF that email address has changed since you set up the account, please go to the Account button on your online Dashboard to update that info.

Click on the **Make a Payment** button at the top of the screen or the **Financial** button.

Select the camper names for whom you'd like to make a payment. Follow the instruction prompts.

Click the **Canteen** button for a Canteen (Store) payment and follow the payment prompts on the following screens.

Payments can be made anytime online to the camper account before and during the camp session up until 24 hours prior to departure. It is highly recommended that camper Canteen accounts be set up 1 week prior to the camper's arrival.

Any money left in the camper 's Canteen account will be refunded in cash to the camper on the morning of the camper departure day.

### MCDONALD'S MONEY (FOR THE RETURN TRIP HOME)

If you want to add McDonald's money (\$10 only) to be reserved for the return trip home, you could have selected that during the registration process. If you have already registered, you can locate that option on the Dashboard on the **Optional Items** button.

Click the **Optional Items** button, click **Manage Add Charges** button, **scroll down**, select **McDonald's \$ check box**, click **Add** and **Close**. Then you can make a payment for that charge through the **Make a Payment** button or the **Financial** button on the Dashboard page. (See directions above.) McDonald's money will be given to the camper with his/her refund Canteen money on the morning of the camper departure day.

### TRANSPORTATION

**If you want to add TRANSPORTATION or manage Transportation** that you have already set up, locate the "**Optional Items**" button on the Dashboard, click on **Transport**, click on **Routes**, and then select the Route you desire (round trip, to camp, or home from camp), and then click **Save**. Transportation is paid from the Registration/camp session account. (If the Transportation has filled for your session, it will not show up under the Routes section. You can call camp and check on availability for your session if you do not see it listed. 715.484.2742x230)