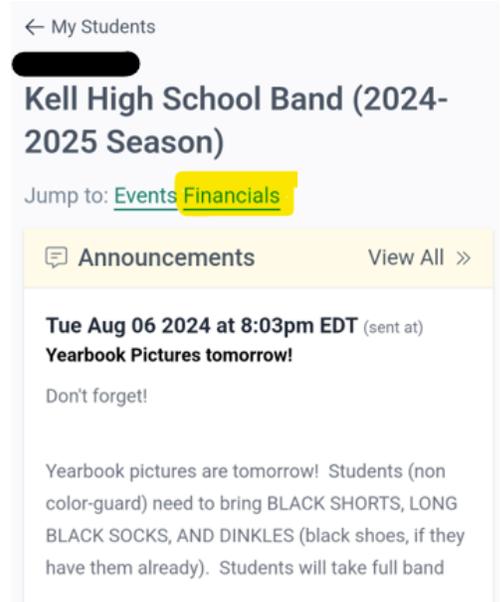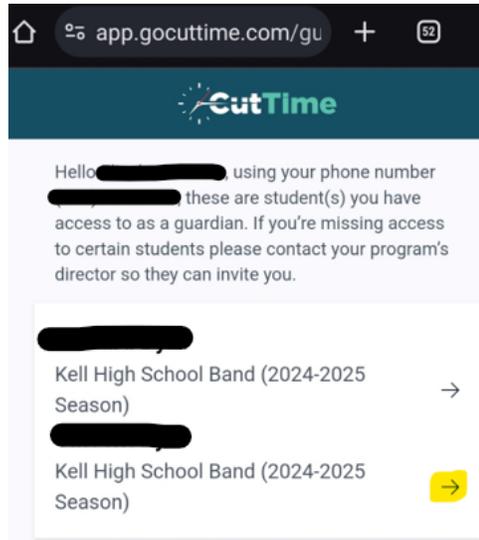# How to pay dues via Cut Time:

1) Open the "Magic Link" that was texted to you from Cut Time. (Search your texts for "Cut Time" and if you still can't find it, go to https://app.gocuttime.com/login and have your magic link texted to you. If you still don't get a magic link text, email Mr. Roth at rothdr@gmail.com and he can help you login)
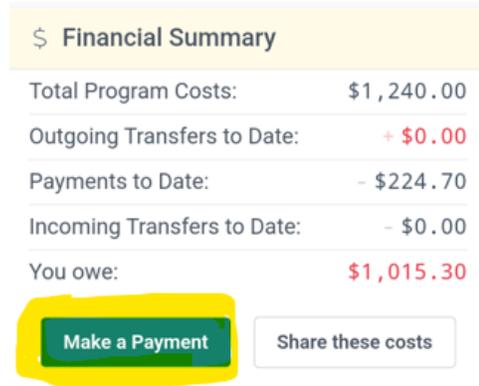
2) If you have multiple students, you will see each student's name. Choose the one to make a payment for and click the right pointing arrow.

3) Once on the student's page, click on the "Financials" button to automatically jump past directly to the financial
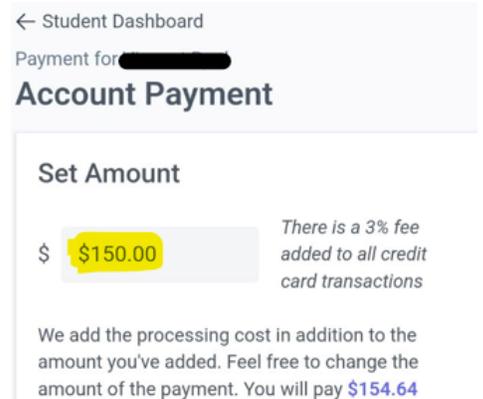
the events and announcements and go information.

4) You will see the Financial Summary and the Transaction Summary. These show the student's standing. Click on the "Make a Payment" button.

5) On the Account Payment screen, enter the dollar amount you want to pay and click on "Go to the payment form."

6) On the new screen, fill in your credit / debit card information, then click the "Pay" button.