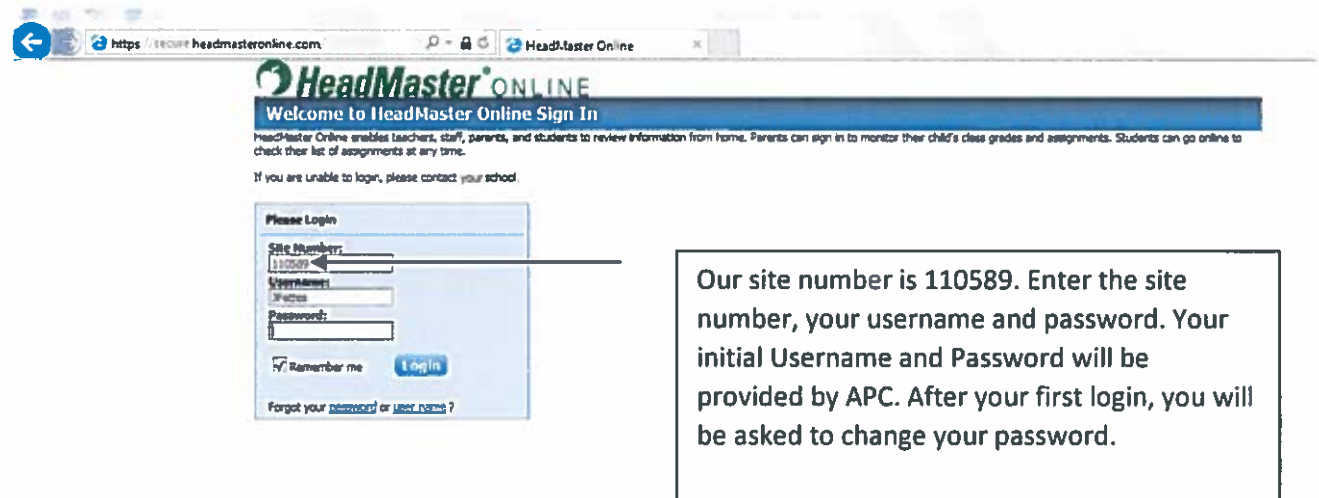


## Welcome to Headmaster Online!

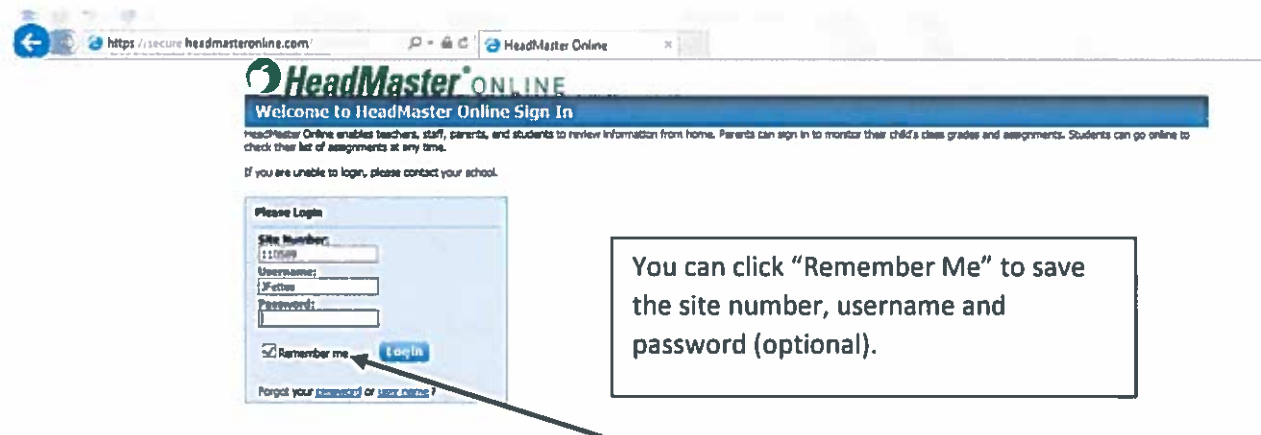
APC Dayschool uses Headmaster as our database management system, allowing you access to your student's contact information and tuition billing. Billing options will now include credit card processing and ACH Draft options. Please use these step-by-step instructions and username/password information to access the system.

Go to [www.Headmasteronline.com](http://www.Headmasteronline.com).



The screenshot shows the HeadMaster Online sign-in page. The browser address bar displays "https://secure.headmasteronline.com". The page header includes the "HeadMaster ONLINE" logo and the text "Welcome to HeadMaster Online Sign In". Below the header, there is a brief description of the system and a "Please Login" form. The form contains fields for "Site Number", "Username", and "Password", along with a "Remember me" checkbox and a "Login" button. A callout box on the right side of the page contains the following text:

Our site number is 110589. Enter the site number, your username and password. Your initial Username and Password will be provided by APC. After your first login, you will be asked to change your password.

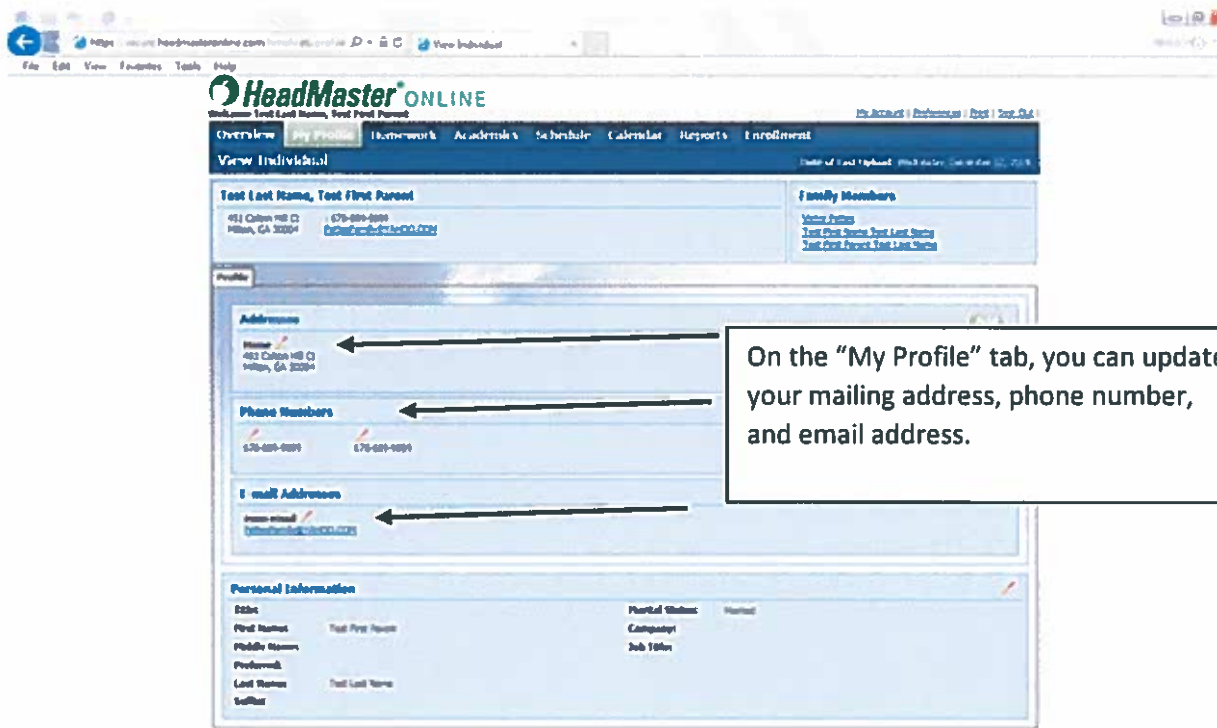


The screenshot shows the HeadMaster Online sign-in page, identical to the previous one. The "Remember me" checkbox in the login form is now checked. A callout box on the right side of the page contains the following text:

You can click "Remember Me" to save the site number, username and password (optional).

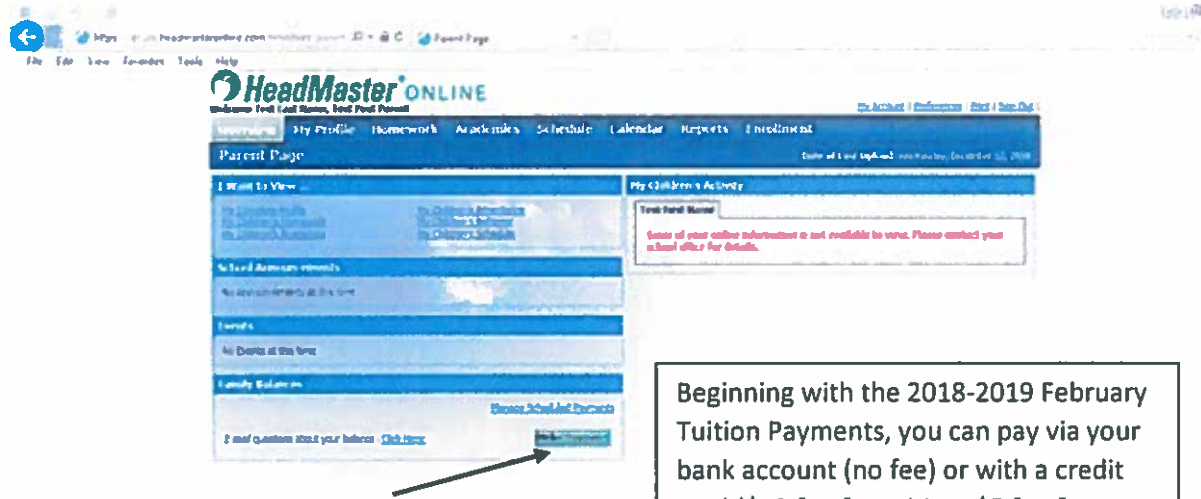


You will be directed to the main screen, "Overview." APC Dayschool will not be utilizing Homework, Academics, Attendance, Behavior or Schedule at this time.

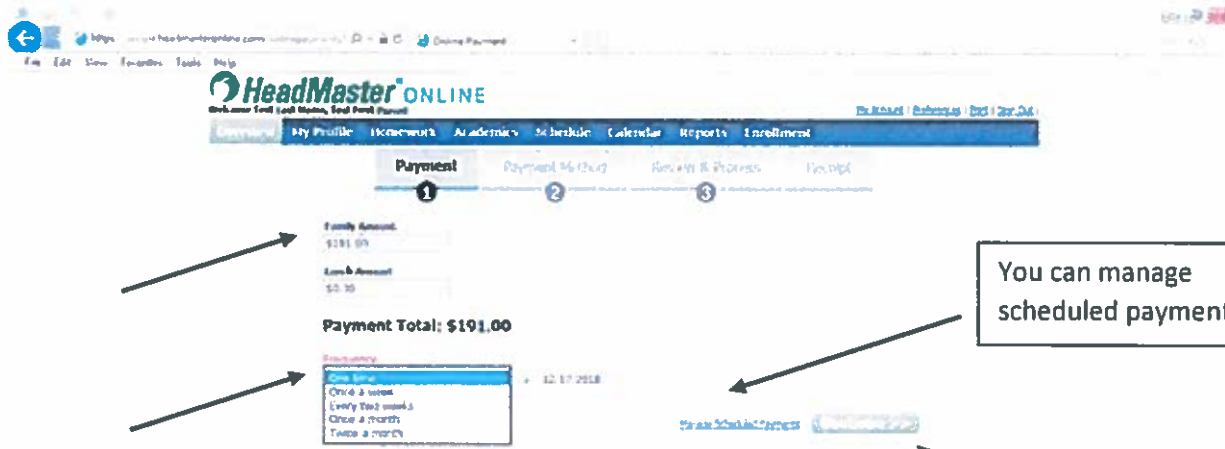


On the "My Profile" tab, you can update your mailing address, phone number, and email address.

**To Make Payments with Credit Card or ACH Draft (Checking/Savings):**



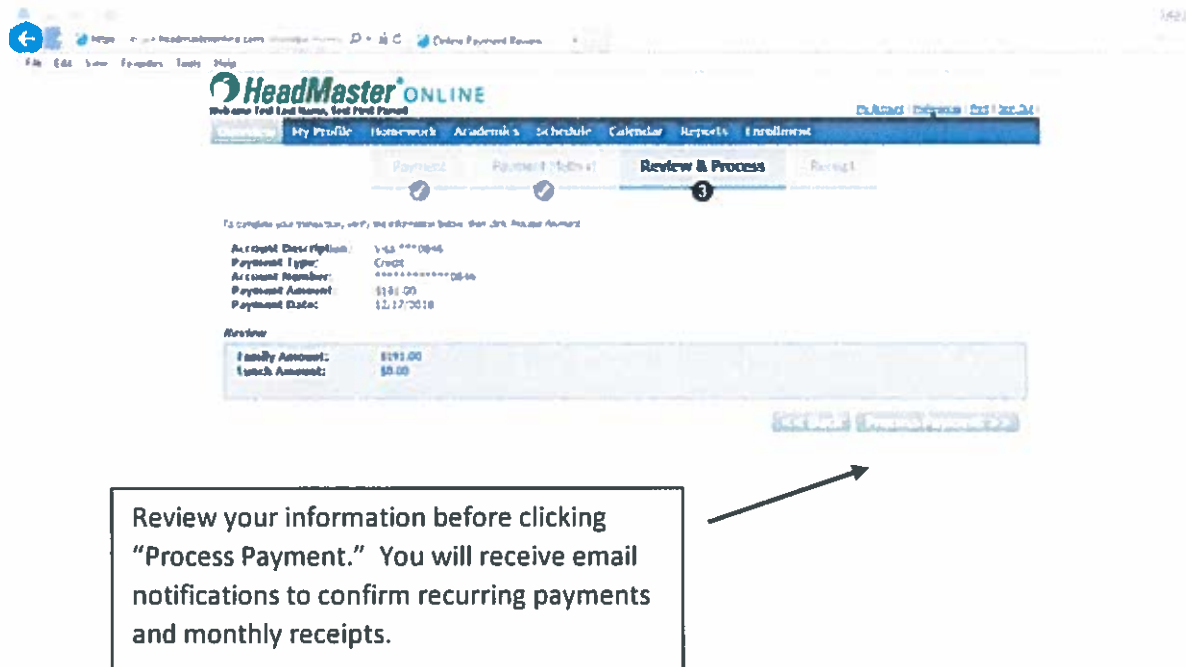
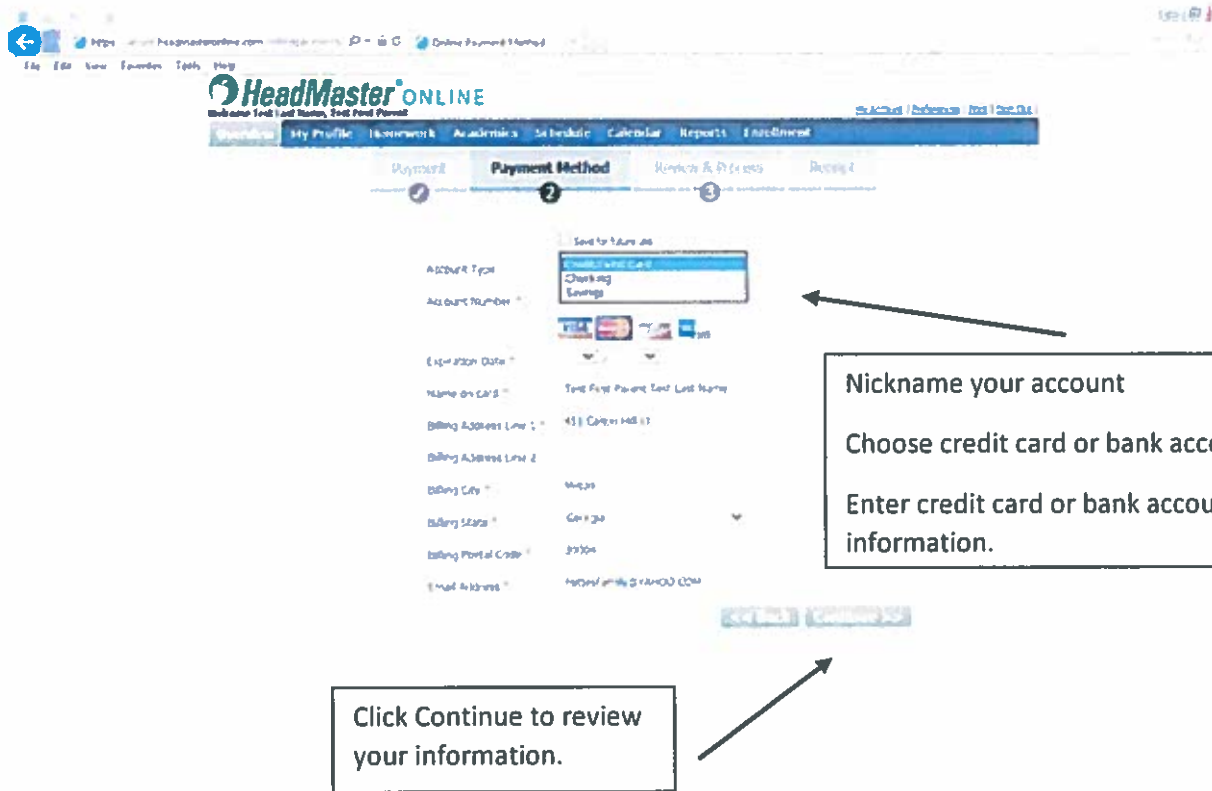
Beginning with the 2018-2019 February Tuition Payments, you can pay via your bank account (no fee) or with a credit card (\$12 fee for tuition, \$5 fee for registration). The credit card processing fee will be added to your next billing statement.



You can manage scheduled payments.

Click Continue to enter bank account or credit card information.

Enter your payment amount (registration, tuition) and your frequency (once time amount, monthly, etc.).  
 Tuition is due on the 7<sup>th</sup> of each month.  
 The last payment for the 2018-19 school year is March 7, 2019 for April tuition.



You may continue to pay via check as usual, with your check made payable to APC Dayschool and your child's name(s) in the memo line.

Please contact Jenny Fettes, [jenny@alpharettapres.com](mailto:jenny@alpharettapres.com) or 770-751-3862, with any questions.