CHAMPIONS

HOW TO MAKE A ONE-TIME PAYMENT

Use this guide to make a one-time payment before Autopay processes. This can be done on the website or in the app.

- Additional family members on the account can make payments each week before the Primary Account Holder's Autopay processes on Monday.

STEP-BY-STEP INSTRUCTIONS

STEP 1:
Sign in to your account on **Discover Champions™** or at my.discoverchampions.momentpath.com.
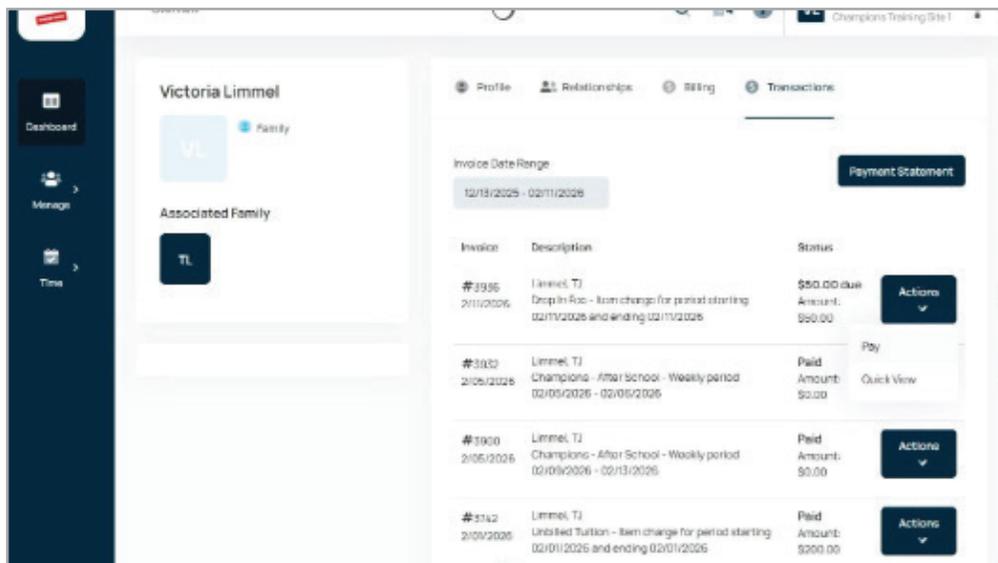
STEP 2:
In the left sidebar, click **Manage > People**, then select the name of the family member who makes payments.

STEP 3:
Select the "Transactions" tab.

STEP 4:
Review invoices, click "Actions," then click "Pay."

STEP 5:

Select your bank account (ACH) or credit card on file from the drop-down menu, then enter the amount you would like to pay. Note that you can make a larger payment than what is due; this will create a credit on the account. Credits will be processed each week before any Autopay. Click "Pay Now."

STEP 6:

The payment will be processed, and the invoice will be marked as paid. Click "Actions," then click "View Receipt" to see payment details.
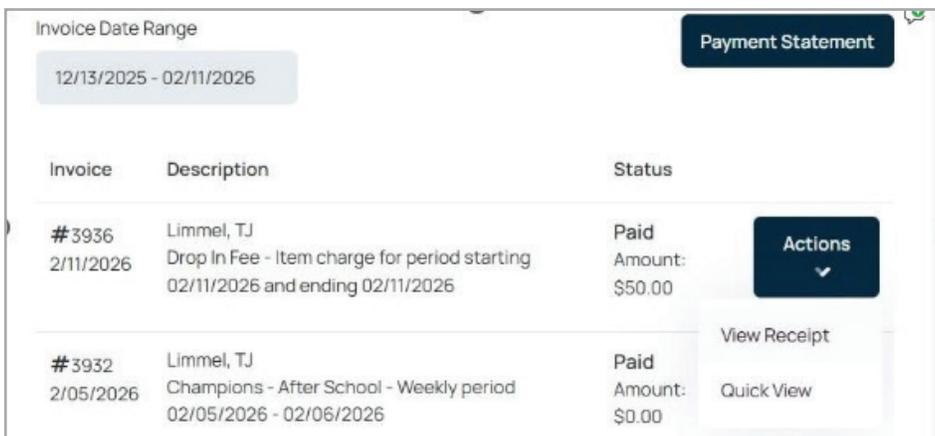
TROUBLESHOOTING

Payment not going through? Double-check your credit card or ACH info.

Can't pay your bill? If your total amount owed is less than $1.00, you won't be able to make a payment.

QUESTIONS? Email **ChampionsHelp@KC-Education.com**, call **800-246-2154**, or contact your site director.