



STAR Auto Pay Setup

Log into your account at <https://my.starsacramento.org>

To access the auto pay feature, click on "AutoPay" from the menu on the left.

This screenshot shows the "STAR ACCOUNT" interface for a "Family Account". On the left is a blue sidebar menu with options: Account Summary, Primary Guardian, Additional Guardians, Emergency Contacts, Students, Ledger, and AutoPay. The "AutoPay" option is highlighted with a red box and a hand cursor. A red arrow points from this menu item to the "Primary Guardian" section of the main content area. The main content area has a header "Family Account" and a section titled "Primary Guardian" containing fields for Name, Account Email, and links for "Edit Primary Information", "Change Email", and "Change Password". To the right is a "Ledger" section showing a "Current Balance" of "\$0.00" and links for "View/Print Ledger" and "Make A Payment". A red text annotation "To start, click on AutoPay" is placed near the arrow pointing to the "AutoPay" menu item.

Please select the card you would like to use for automatic payments. If there are no cards listed, you will first have to add a card. Click on "Add New" to continue.

This screenshot shows the "STAR ACCOUNT" interface for the "AutoPay" setup page. The left sidebar menu is the same as the previous screenshot. The main content area has a header "AutoPay" and a message: "Please select the card you would like to use for automatic payments. If there are no cards listed, you will first have to add a card." Below this message is a large white box containing a blue credit card icon and the text "Credit Card". At the bottom of this box is a blue button labeled "Add New". A red arrow points from the "Add New" button towards the top right corner of the page.

Next, add your card information and then click on "Add Card".

Add a Card

**** *
TEST USER 0000/00

Cardholder Name

Test User

Email

test@test.com

Phone

555-555-5555

Billing Address

Address

City

City

State

CA

Postal Code

95632

Country

United States

Credit Card

4242 4242 4242 4242

02 / 29 123

Cancel

Add Card

Select the card to use for auto pay. You can also add multiple cards. Only 1 card can be used at a time for auto pay. You can delete cards. To continue, click on "Select".

STAR ACCOUNT

Menu

Account Summary

Primary Guardian

Additional Guardians

Emergency Contacts

Students

Ledger

AutoPay

Select the card to use for auto pay. You can also add multiple cards. Only 1 card at a time can be used for auto pay.

Please select the card you would like to use for automatic payments. If there are no cards listed, you will first have to add a card.

Card #1

VISA

**** *
TEST USER 2029/02

Select

Delete

Credit Card

Add New

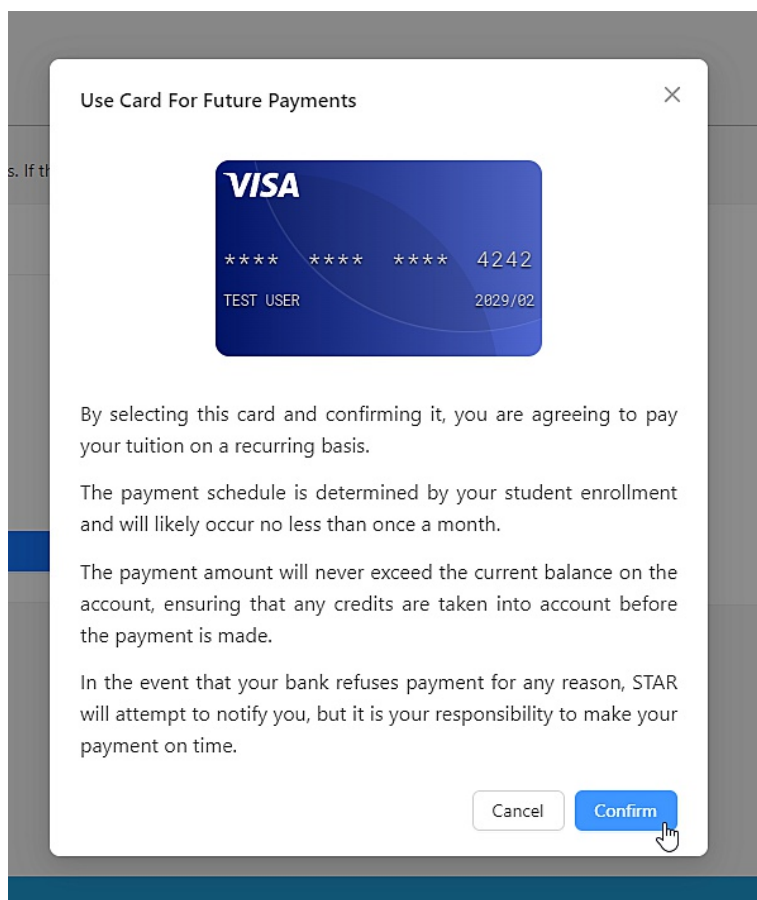
By selecting this card and confirming it, you are agreeing to pay your tuition on a recurring basis.

The payment schedule is determined by your student enrollment and will likely occur no less than once a month.

The payment amount will never exceed the current balance on the account, ensuring that any credits are taken into account before the payment is made.

In the event that your bank refuses payment for any reason, STAR will attempt to notify you, but it is your responsibility to make your payment on time.

Click on "Confirm" to continue.



Auto-Pay is For Tuition Only

Automatic payments will only cover regular tuition payments. These come in two varieties.

1. The first is scheduled tuition. Unless you make arrangements with your STAR Site Director, monthly tuition is billed on the first of the month and your payment will be charged approximately 24 hours later.

If you need a split payment or need to change the date of your payment, you will need to contact your STAR Site Director.

STAR Galaxy (Before/After School) is typically charged this way.

Some programs do not have scheduled monthly tuition, they are instead charged on the first day of class.

2. The second type is single payment tuition. These are always billed on the first day of the class or camp and your payment will be charged approximately 24 hours later.

Nova classes and Summer Camps are typically charged this way.

This will not automatically pay for any fees added to your account. Such as late pickup fees or drop-in fees.

Confirm Payment Policies

This is the card that you authorized for automatic payments. If you need to use a different card, you will need to first de-authorize this one.

All scheduled payments must have an end date. Payments will occur monthly until the date that you select.

To finish, select a end date for auto pay and click "Confirm".

Confirm Payment Policies

This is the card that you authorized for automatic payments. If you need to use a different card, you will need to first de-authorize this one.

VISA

**** * 4242

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De-Authorize?

If you haven't already, please take a moment to read our Payment Processing Disclosure.

All scheduled payments must have an end date. Payments will occur monthly until the date that you select.

Please select an end date. Select an end date for auto pay and click "Confirm" to finish

2025-06-06

Confirm

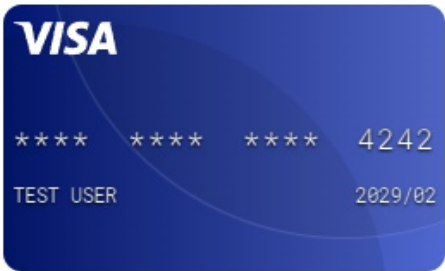
Auto pay is now set up. If you need to make changes, you will need to de-authorize your existing card first. To stop auto payments, you will need to de-authorize your selected card.

AutoPay

Your Current Automatic Payment

This is the card that you authorized for automatic payments. If you need to use a different card, you will need to first de-authorize this one.

If you need to stop your automatic payments for any reason, you just need to de-authorize this card.



De-Authorize?

If you haven't already, please take a moment to read our [Payment Processing Disclosure](#).