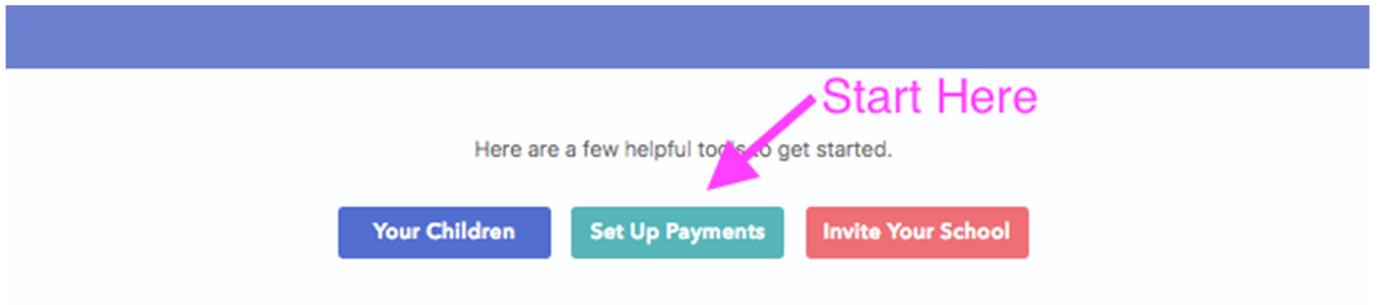


## STEP 1

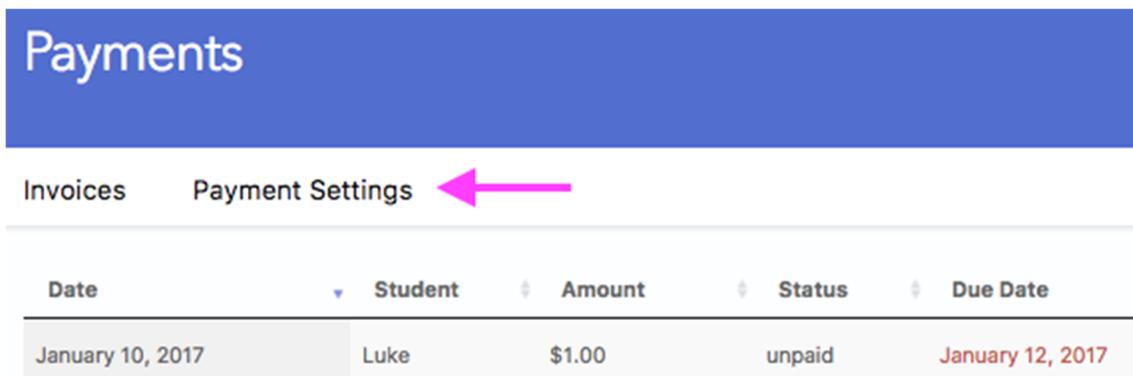
Sign into your account and click **Set Up Payments**



## STEP 2

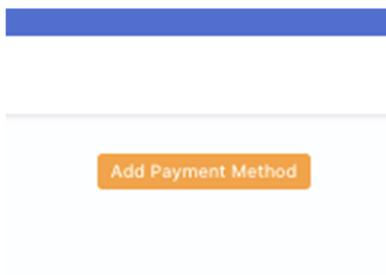
Click **Payment Settings**

(If your school has send invoices to your child, they will appear here)



## STEP 3

Click **Add Payment Method**



## STEP 4

a: If adding a bank account, click “Add my Bank Account in One Step”

×

### Add a Payment Method

**Bank Account**     **Credit Card**

Add my Bank Account in One Step (Recommended)

OR

Verify My Account Using Micro-Deposits

If you aren't able to find your bank account via one-step method

Follow the steps listed to select your bank account and sign in.

×

#### Select your bank



Enter your credentials



**CHASE** 

User ID



Password



Submit

[Reset password](#)

**b:** If your bank is **not listed in the options** in the pop-up menu, navigate back to the main “add payment method” window and click “Verify My Account using Micro-Deposits”. Add your account information then follow the instructions in Step 5.

**Add a Payment Method** ✕

Bank Account  Credit Card

Account Type

Corporation  Individual Most common

Account Holder Name

Routing Number

Account Number

By signing up, I agree to the [terms of service](#).

Brightwheel uses the highest levels of encryption and does not store any of your banking information.

c: If your school is accepting credit cards, you will also see the credit card option listed. If you want to add your card, toggle to the credit card view.

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DIGITAL FEDERAL CREDIT UNION

## STEP 5

(ONLY IF ADDED BANK ACCOUNT MANUALLY)

1. Once the account is connected, we need to verify your account.
2. This can take 2 business days. (Just remember if you did this after 5pm, the business day starts the next day) Keep an eye on your account!

You will receive an email shortly after entering your bank information, outlining the process as well:

notifications <info@mybrightwheel.com>  
to karen+7

Jan 31 (2 days ago) ☆ ↶ ▾



Hello!

Thank you for taking the time to register for brightwheel Billing. You're almost done! Here are your next steps:

1. Please check your bank account for two small deposits. On average, they take 1-3 business days to arrive, and will be between \$0.01 and \$0.99. They will come from **BRIGHTWHEEL TRANSFER VERIFICATION CCD ID**.
2. When you see the deposits, [log in](#) and confirm the amounts.
3. That's it! Once this is complete, you can use brightwheel to easily make school payments.

**Have questions?** Contact our team at [support@mybrightwheel.com](mailto:support@mybrightwheel.com) or visit our [HelpCenter](#).

Thanks!

The brightwheel team  
[www.mybrightwheel.com](http://www.mybrightwheel.com)  
Check out our [1 min product video!](#)



Facebook @brightwheel YouTube LinkedIn



*Once you see the two small amounts deposited in your bank account, add the numbers on this screen. (This screen will wait for you and will be here when you sign back in).*

## Confirm Your Bank Account



### Connected!

You're almost ready. For security purposes, the next step is to verify the bank information provided. Please review the following:

1. Two small deposits of a few cents will be sent to your account.
2. Please check your account in the next 24-48 hours.
3. When you see the deposits, return here to confirm the amounts in the form below.

\$0. First Amount

\$0. Second Amount

Verify

Invoices

Payment Settings

### Payment Methods



**BANK NAME**

Ends in: **1234**

Delete

Verify

Click to bring back  
verification screen

