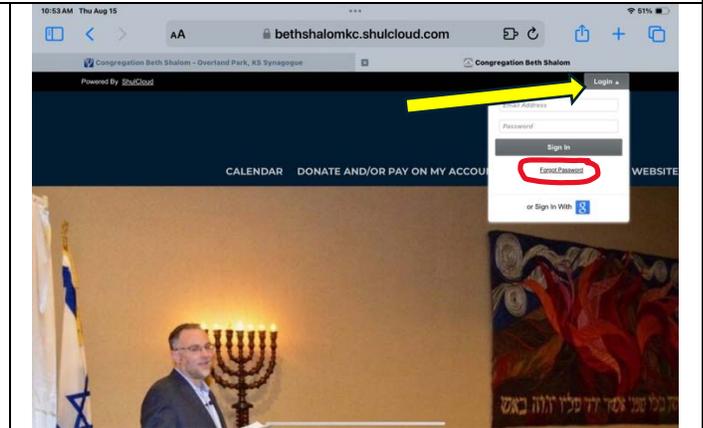


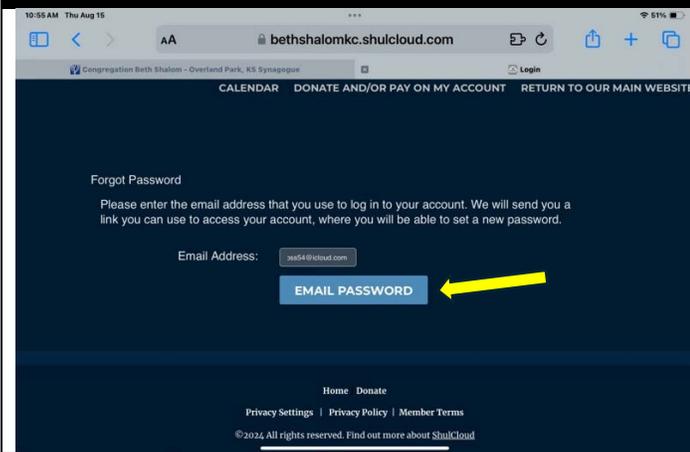
Set-up Your Password in Shulcloud



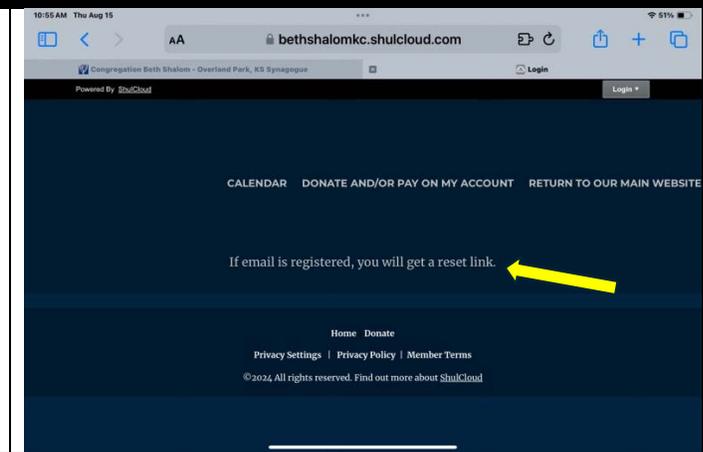
Go to www.BethShalomKC.org and tap on "Member Login"



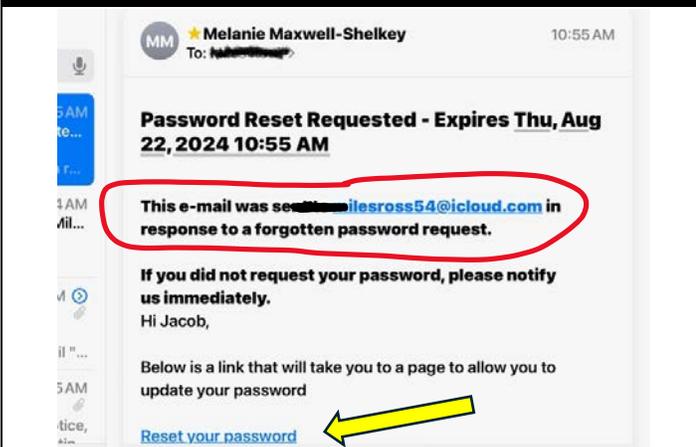
On the secure Shulcloud login page. Tap "Login." If this is your first time, tap on "Forgot Password."



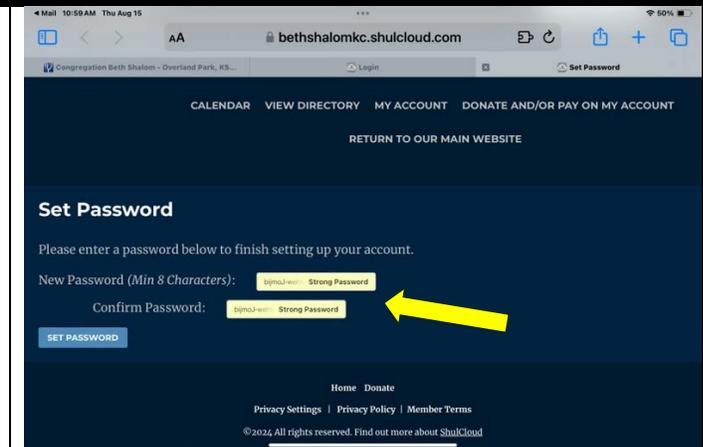
On Forgot Password page, tap on "Email Password"



You'll see this page next.

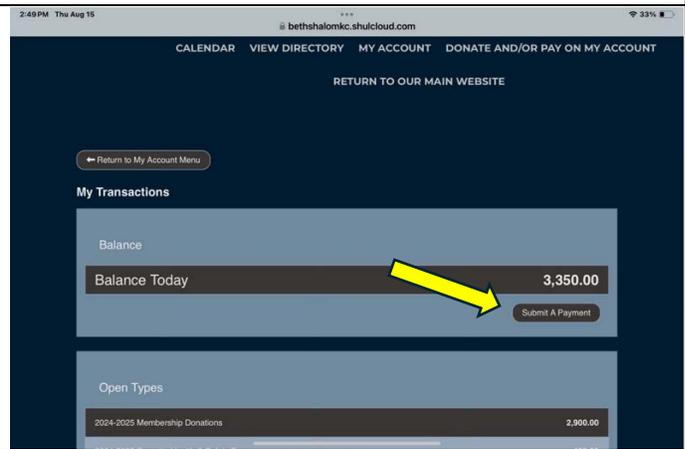
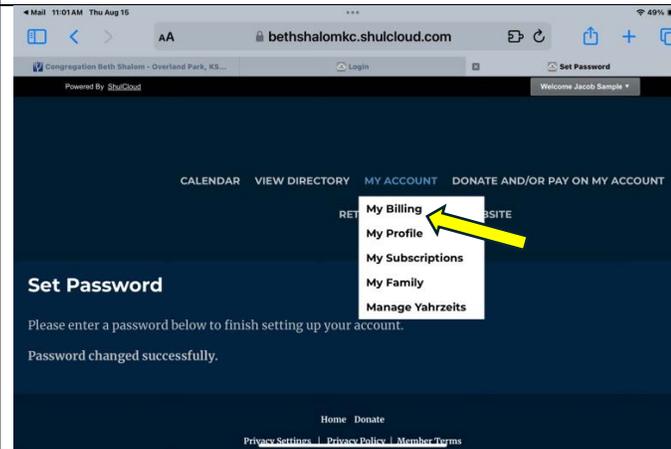


Check your email, and tap on the "Reset your password" link on the bottom.



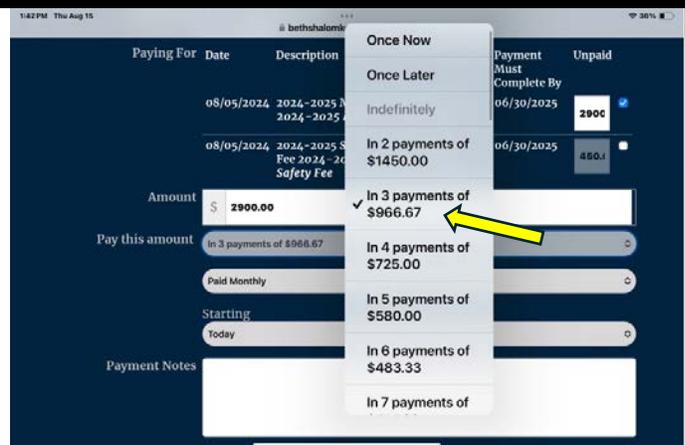
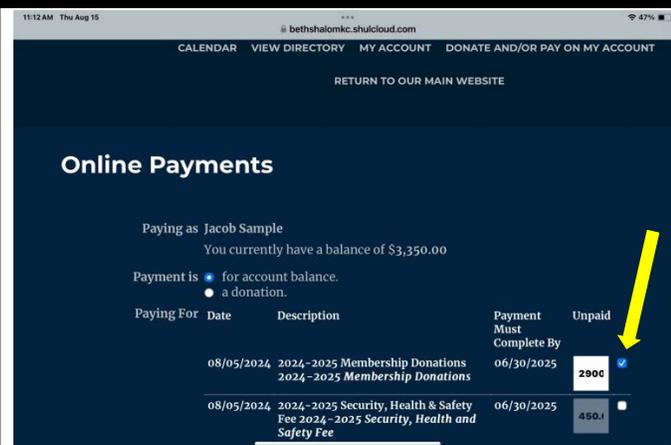
Your email link will send you to the "Set Password" page to enter your new password. Then, tap on "Set Password"

Set-up your Payment Schedule in Shulcloud



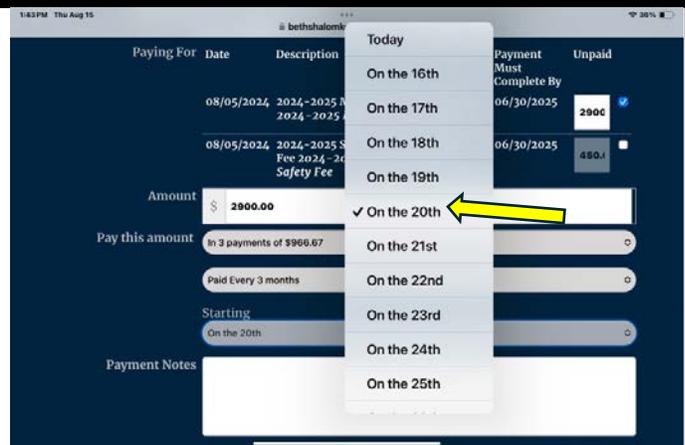
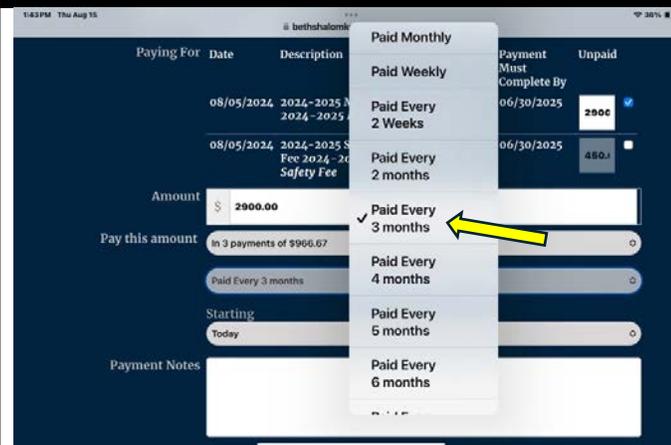
On the "My Account" menu, tap "My Billing"

Tap on "Pay My Bill"



Select any or all "Unpaid" amounts by tapping the box next to amounts you want to schedule

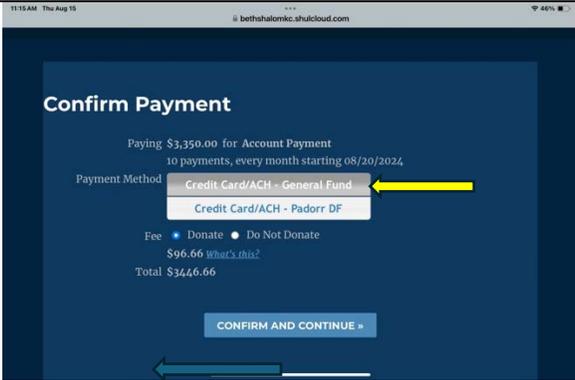
Tap "Pay this amount" to select a single payment, or up to 10 payments



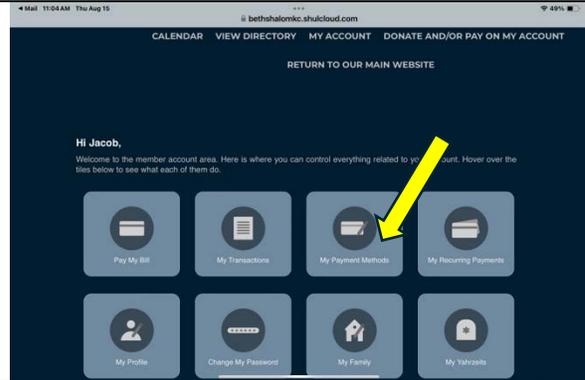
Then select the "Monthly" frequency of your payments

Then select the "day of each month" you prefer your automatic e-check or card payment

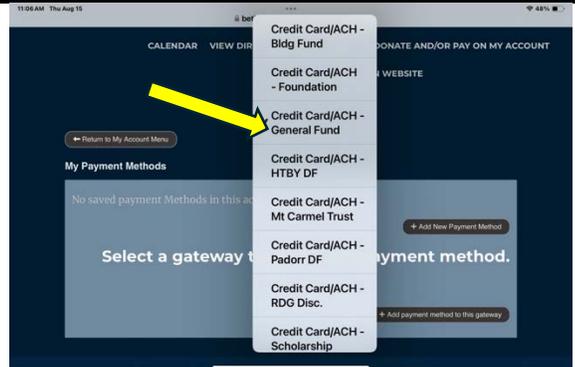
Set-up Your Payment Method (e-check or card)



Select the payment method you want for this schedule.



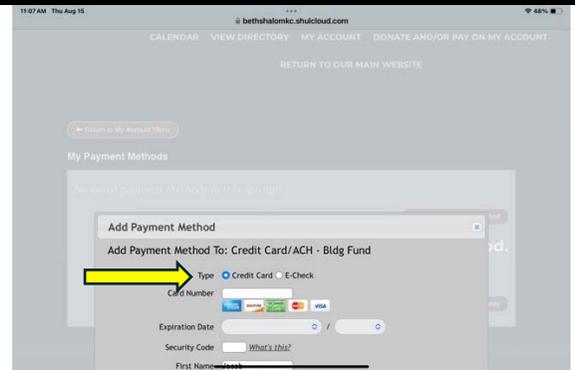
If you do not see your payment method, tap on "Add New Payment Method"



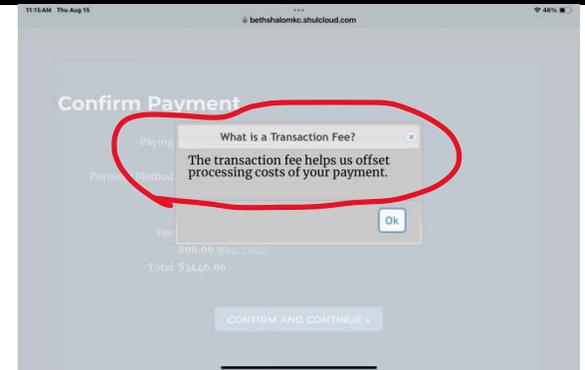
Tap "Add payment method to the gateway" and select "Credit Card/ACH General Fund"



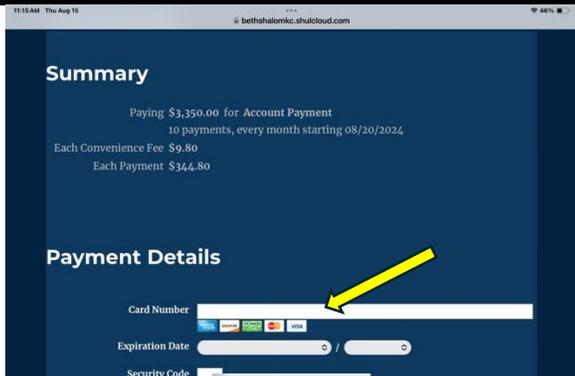
Under Type, select "E-Check" to pay from your personal bank account, which is most preferred.



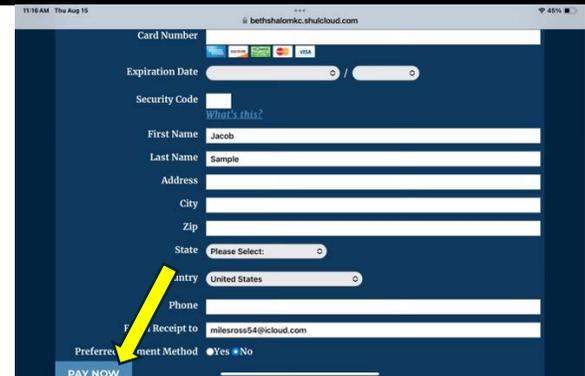
Or select "Credit Card"



The synagogue is charged a convenience fee for credit card payments which you can elect to donate.



The "Summary" will display your payment method.



Be sure to tap "Pay Now" at the bottom of "Summary" to complete your payment.