

HCDC Online Payment Instructions

1. Check your balance on the HCDC sign-in computer or by calling the front desk before attempting to pay.
2. Go to the center's payment page at https://secure.touchnet.com/C20110_ustores/web/classic/store_main.jsp?STOREID=2&SINGLESTORE=true
3. Select Pay Fees.
4. If scheduling recurring payments, select that option. Enter weekly or monthly amount and select **Next**. Enter whether payment will be weekly or monthly. Enter date of first payment if weekly is selected will repeat on this day of the week. If monthly is selected then payment will recur on that date. Enter end of payment schedule and select **Next**.
5. If making a single payment, select that option. Enter amount and select **Next**.
6. Enter your eldest attending child's name and select **Continue**.
7. Select **Process Payment**.
8. Enter email address and select **Continue Unregistered**.
9. Select Payment Method and enter either credit card or electronic check information.
10. Enter billing address information and select **Continue**.
11. Review payment summary and contact information to ensure it is correct. If you paid by electronic check, enter YES in the box to agree to an electronic payment. Then select **Submit Payment**.
12. A receipt will be emailed to you at the address given.