

LIFECUBBY™

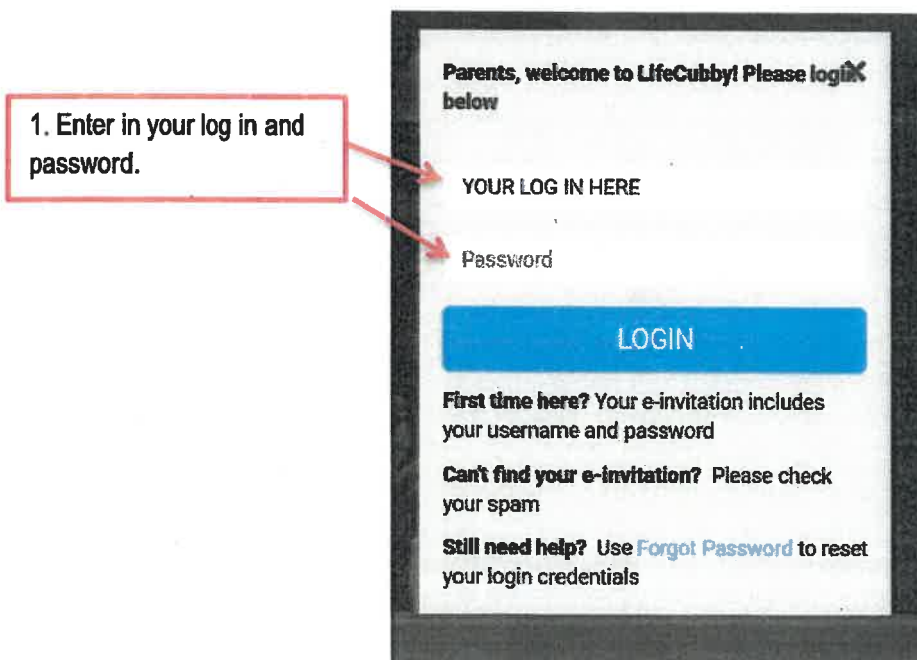
Successful Children ■ Happier Families & Teachers

Please use google Chrome or Firefox for your web browser. IE or internet explorer does not work well with our website. (and millions of others, too!)

Tuition log for parents:



Use your log in credentials for the APP on the web:



Click on Admin:

Cubby Hub Add Entries ▾ Admin ▾ Help Logoff

My Account

Manage My Cubbies

Select Language

Manage My Tuition

Cubby Pals

School Calendar

Filter: School Portfolio

Click on Admin and the drop-down menu

Click on manage my tuition

On the parent tuition log:

Parent Tuition Log

From:

01/01/2019



to 04/17/2019



Choose the date range of the report

Add Child:

Alana Cooper



Bailey Cooper



Click on the plus sign to add the desired child(ren) to the report.

Selected Children:

Run Report

Show 10 entries

Date	Child	Type	Details	Fee Amo
------	-------	------	---------	---------

No data available in table

Date	Child	Type	Details	Fee Amo
------	-------	------	---------	---------

Copy

Excel

CSV

PDF

Showing 0 to 0 of 0 entries

Once you have chosen the date range, added the child whose report you wish to view, click on Run Report button.

Parent Tuition Log

From: Add Child:

01/01/2019 to 03/31/2019
Alana Cooper Bailey Cooper

- Selected Children:
- Include Payers: Jennifer Cooper ACH
- Include Payers: Jennifer Cooper CC
- Include Payers: Robert Cooper
- Include Payers: Family
- Include Payers: None Listed

- Alana Cooper
-
-
-
-

Viewing Alana's tuition report.

Run Report

Filtered on: Children - (Alana Cooper), Dates - from 01/01/2019 to 03/31/2019

Show: 10 entries

Date	Child	Type	Details	Fee Amount	Payment Amount
01/03/2019	Alana Cooper	Charge	Tuition	200.00	
01/04/2019	Alana Cooper	Charge	Tuition Discount-second sibling	-10.00	
01/07/2019	Alana Cooper	Charge	Tuition	15.00	
01/07/2019	Alana Cooper	Payment	Type: Credit Card Notes: 5647		100.00
01/09/2019	Alana Cooper	Charge	Technology Fee	25.00	
01/09/2019	Alana Cooper	Charge	one day tuition	25.00	
01/10/2019	Alana Cooper	Charge	Tuition	200.00	
01/10/2019	Alana Cooper	Charge	Curriculum Fee	50.00	
01/10/2019	Alana Cooper	Charge	late fee	5.00	
01/10/2019	Alana Cooper	Payment	Type: Credit Card Notes: Transact Payment		400.00

Total Fees in Date Range: 450.00 - Total Payments in D

Copy Email CSV PDF

Capture a Payment

You can download this report to different file types.

IF your program is using tuition processing, you can pay your program by clicking on the button and following the prompts.




When entering your payment info into the system:

Use ACH (e-check) For Payment

You can toggle between credit card input (shown) or ACH payment input screens here.

DESCRIPTION	
Description	50.00

PAYMENT INFORMATION

Accepted:    

Card Number:

Expiration Date:

CW2:

Save my payment information

MAKE sure that you check this box so that it saves your payment information!

For multiple children families:

Parent Tuition Log

From: 01/01/2019 to 05/07/2019

Add Child: You can add multiple children to the report or you can view one child at a time by clicking on the + signs.

Selected Children:

- Alana Cooper +
- Ally Sheppard +
- Sarah Noble +
- Bailey Cooper +

Alana Cooper -

Bailey Cooper -

Ally Sheppard -

Sarah Noble -

This system only allows you to pay for one child at a time. To view a single child's tuition report, just select one child with the + sign.

Select Capture a payment:

Select which student you are capturing a payment for.

Capture a Payment

Select Child:

Name

None

Alana Cooper

Ally Sheppard

Sarah Noble

Bailey Cooper

Pay Now

Cancel

Add the amount you wish to capture a payment for and click the Pay Now button:

Capture a Payment

Select Child:
Alana Cooper

Payment Amount:
\$25.00

Pay Now Cancel



DESCRIPTION
Payment method: Credit card 4****1111
Description: 25.00

CONTACT INFORMATION
First Name: Jennifer
Last Name: Cooper CC
Phone: 614-555-1212
Email: susan_demo@lifetabby.me

ADDITIONAL INFORMATION
Tax: 0.00
InvoiceID: 20100507000000025198

PAYMENT INFORMATION
Accepted: VISA, Mastercard, Discover, American Express
Card Number: 4****1111
Expiration Date: 06 / 2024
CVV2: ****
 Update my payment information

BILLING INFORMATION
Address 1: 1256 Elm Street
Address 2:
City: Suney
State: Florida
Zip: 32697
Country: UNITED STATES

Make sure all details are correct, click the I'm not a robot reCAPTCHA button

I'm not a robot



If "I'm not a robot" checkbox does not appear here ^, please refresh your browser

Submit Order

and click Submit Order.



You should receive a success screen that looks similar to this.

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Capture a Payment Result

Payment capture result is: Success

We have automatically added a payment entry into tl

A receipt email was sent to susant+demo1@lifecubby

[Return to tuition log](#)

IF you do not receive a success screen, please do NOT reprocess until you confirm that your payment did not go through.

You can contact your child care provider or look at your bank. It may take a few hours for the payment to show as pending on your banking information.

DO NOT navigate away from the payment screen until you get the success statement.