

How to Make an Online Payment

1. Click on **Make a Payment**
2. Choose the **Fund Name** for Your Counselor and Location

Alexandria – Calvary – Orlando Madrid
Alexandria – MacArthur Dr – Mavis Collinsworth
Baton Rouge - Airline Hwy – Wendy Leger
Baton Rouge - Airline Hwy – Abbie McCall
Baton Rouge - Zoar – Abbie McCall
Covington – Lewis Eaton
Leesville – Orlando Madrid

Monroe – Dena Melna
Monroe – Joe McMasters
Monroe – Kathy Eichelberger
Monroe – Kayley Armstrong
North Monroe – Skylar Artigue
Natchitoches – Mavis Collinsworth
Ruston – Dena Melna
Winnsboro – Kayley Armstrong

3. Add appropriate **Note** such as “No Show payment”, etc.
4. Add the **Amount**
5. Add the **Client’s First and Last Name**
6. Enter your **Payment Information**
7. Click **Submit**
8. If you wish to set up a Profile (it is not required), click on SIGN IN and then CREATE ONE. Fill in the information and click on REGISTER.

An e-mail receipt will be sent confirming your payment, as well as a separate e-mail with your Login information.

How to Make Text Payments

First Time

1. Text the word **PAY** to **318-232-4333** or **(318-534-4333 for HSA / FSA card)**
2. Click **Sign-In** at the top of the page
3. Where it asks, “Don’t have a giving account?” Click **Create One**
4. Complete the Registration Form and Click **REGISTER**
5. Enter the **SECURE PIN** that the system texts you
6. Select the location and name of the counselor, enter the payment amount, and card or bank information before completing your gift.
7. Click **SAVE PAYMENT** to keep your payment information securely saved for future payments.

All Following Payments

Enter the **KEYWORD** and **PAYMENT AMOUNT**, then hit **SEND**.

Example: **KathyMonroe 90 (SEND)**

Other Text Commands:

- **EDIT** — Make changes to your account and update contact information and/or update payment information. You will not get a new OIN. If you wish to make a payment from here, either use the website or follow the instructions under All Following Payments.
- **REFUND** — Refund your last payment. You must text REFUND within 15 minutes to refund the payment. If you realize the mistake after 15 minutes, contact our office for a refund at 318-345-8200.
- **KEYWORD** – See a list of active keywords below.

AbbieAirline
AbbieZoar

KayleyMonroe
KayleyWinns

OrlandoAlex
OrlandoLees

DenaMonroe
DenaRuston

LewCovington

SkylarNM

JoeMonroe

MavisAlex
MavisNatch

WendyAirline
WendyZoar

KathyMonroe