

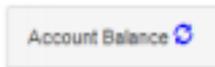
# Silent Dismissal Guide

## CHECKING YOUR AFTERCARE BALANCE

- With Silent Dismissal, you can check your balance for Morningcare and Aftercare anytime! • You currently do not receive an email invoice, but instead, get a reminder email to check your balance and pay your invoice at the end of the statement period.
- The statement periods are from the first to last day of each month. Payments are due on the 10<sup>th</sup> of the following month, with ACH payments drawn on or around the 10<sup>th</sup>.
- You can pay your balance through ACH (preferred method); check, credit card or cash. • If you have questions about Extended Care billing, contact sherry.edwards@yinghuaacademy.org.

## Viewing your Extended Care invoices

Sign in to Silent Dismissal at [yinghua.sdcs6.com](http://yinghua.sdcs6.com). Use your email address as the User ID. Enter your password.



On the Account Profile page, scroll down to

The screenshot shows the user interface for checking an account balance. At the top, there is a navigation bar with 'Silent Dismissal', 'HELP', and 'LOG OUT'. Below this is a 'School Information' section with the Yinghua Academy logo and contact details. The 'Account Profile' section shows the user's email address. The 'Students' section contains a table with columns for First Name, Last Name, Pick Up ID, Bus Stop, Status, and Today. The 'Account Balance' section features a table with columns for First Name, Last Name, a dropdown menu for invoice status (currently set to 'Not Yet Invoiced'), Status, and Balance. The balance shown is \$-0.00.

First Name	Last Name	Not Yet Invoiced	Status	Balance
AAAA	AAAA	View	Account Credit	\$-0.00

All Extended Care invoices back to April 2016 are available to view. Select the one you want to see from the drop-down menu showing NOT YET INVOICED. (**Not Yet Invoiced** is the current billing period that is still in progress.) You can also see your current balance on the right side.

This close-up shows the dropdown menu for the invoice status. The options are: 'Not Yet Invoiced' (highlighted), 'Ending 2016-06-17', 'Ending 2016-06-16', and 'Ending 2016-06-15'.

Once you select your statement period, click View, right below the billing statement period. That opens the invoice for that period.

Account Balance 				
First Name	Last Name	Ending 2019-01-31	Status	Balance
***	***	<a href="#">View</a>	Account Credit	1.2.00