

Figure-1

Gaithersburg, MD 20879

(301) 840-9440

## 1. Log into ICM eSchool system at https://legacy.icomd.org

a. If you have accessed the icm home page using http://www.icomd.org/ then you will be navigated to the new website that looks like shown in the screen shot below. Otherwise (i.e if you have used the link provided in step 1) then proceed to step c on page 3.



Figure-2

b. You will then have to select the ICM School website by selecting the ICM School (Legacy WS) option under the Education (please refer to Figure-3 below)

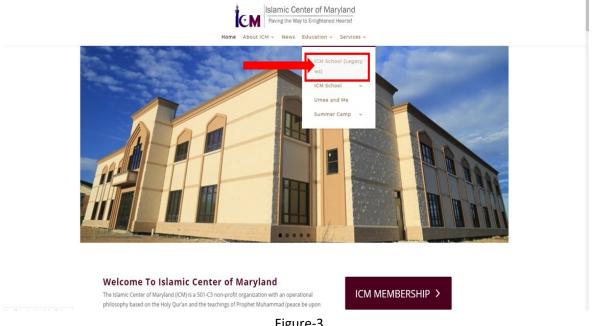


Figure-3

c. Families who already registered with ICM Sunday school in the past are able to use eSchool system. For families who never registered at ICM Sunday School must perform initial registration in-person at 19411 Woodfield Rd Gaithersburg, MD 20879.mln addition, you must provide a valid email address when registering with Sunday School in order to be able to access eSchool system.



Figure-4

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Figure-5

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## 2. Pay Online:

a. Click on link "E-School for Parents" (Figure-5 above). Then Under Family menu click on 'Pay Online' (Figure-6 below).



Figure-6

- Your ICM Sunday School Account information including current balance is displayed on the payment form (Figure-7 below) as below.
- c. The system will provide you with two options to pay the fee:
  Option 1: Fee for the whole year with a \$25.00
  discount for paying online. Option 2: Current Semester fee with a \$10.00 discount for paying online.

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Figure-7

- Choose the payment option you would like to proceed with (whole year v/s current semester) and click the 'Checkout' button.
- You will be navigated to 2<sup>nd</sup> step in the payment processing (Figure-8 below) wherein you will have to provide your name, contact information and Credit Card billing information.

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## Personal Information (Exactly as on your Credit Card) \* First Name \* Last Name Mohammed Contact Information (Same as your Credit Card) \* Email Address jmohammed@icomd.org \* Reenter Email Address jmohammed@icomd.org \* Phone Number (999-999-9999) xx-xxx-xxxx \* Street Address (include Apt/Unit #) address1 \* City Germantown \* State Maryland \* Zip Code 20874 Credit Card Billing Information \* Payment Description ICM School Tuition-fee of 2student(s) - Fees for the whole year - \$25 discount \* Credit Card Type Visa \* Credit Card Number \* Expiration 01 2016 \* CVV # (know what is this) Amount in US Dollars 380 Click the 'Pay Now' button

Figure-8

 After verifying name and address data, click on "Pay Now" button (Figure-8 above).

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 After clicking the "Pay Now" button, the screen will stay inactive and the card processing may take up to 30 seconds. Please do not close the browser during this process. Once the payment process is complete you will receive a payment confirmation as shown below (Figure-9 below).

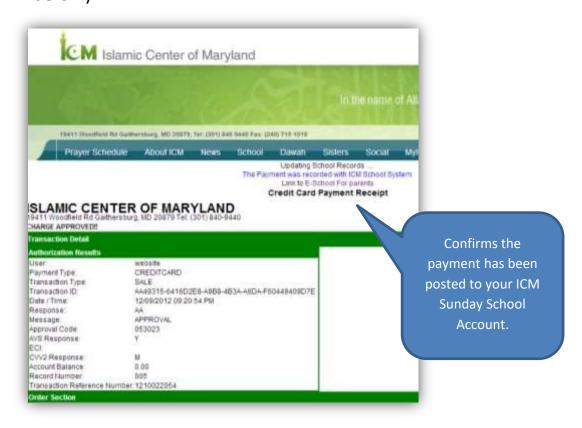


Figure-9

 Your online payment is complete, you may close the browser.

For Questions ICM Sunday School administrators can be reached at, <a href="mailto:schooladmin@icomd.org">schooladmin@icomd.org</a>

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