

ONLINE ENROLLMENT INSTRUCTIONS

If you already have an account in 2018/19 please do not set up new, the school will re-enroll your account.

MJCS has partnered with Smart for Charters to service your child's 2019-2020 school year. To enroll online, please follow the instructions below:

1. ONLINE ENROLLMENT

Go to: enroll.smartforcharters.com

2. NEW REGISTRATION

Enter your school's code, **13520**, your email address and click *NEW REGISTRATION*.

An email containing your unique registration code will be sent to your email address. You can access your enrollment form under **Existing Registrations**, prior to submission, at any time with this registration code. Next, click *CONTINUE* and you will be directed to your school's online enrollment form.

3. SECTION 1 – ENTER FAMILY INFORMATION

Enter the parent, guardian, or bill payer's contact information. Please provide your telephone number and email address, as Smart for Charters regularly communicates important information about your account via telephone and email.

4. SECTION 2 – SELECT A PAYMENT PLAN

Please select plan A. This plan allows the school to bill for various school fees throughout the year.

5. SECTION 3 – SELECT A PAYMENT METHOD

Select your preferred method of payment. Please note that **MJCS** has one due date at the end of the month.

6. SECTION 4 – ENTER STUDENT INFORMATION

Enter the name and grade of the children who will attend the school.

7. SECTION 5 – READ AND SIGN

Review Smart for Charters terms and conditions, check off the *I AGREE* box, and click *CONTINUE* to submit your enrollment form.

After completing the form, you will be presented with a confirmation page that you can print for your records. Your information will be submitted to **MJCS** for review and account activation. You will not have access to your online account until **MJCS** activates the enrollment.

Once activated, you can access your Smart for Charters account at parent.smartforcharters.com. Login to your Smart online account to view your balance, make payments, update your personal information and more.

Smart for Charters manages the payment program for **MJCS** and follows the policies established by your school.

We look forward to working with you and your family this year! Our parent support team is always available to assist you. Call us at 1-877-418-1003.

