

### Studio Director Autopay/Recurring Payments

1. Go to [concorddanceacademy.com](http://concorddanceacademy.com)
2. On the home page, on the right hand side of the screen under "Studio Director" click "Login"
3. Enter email address used when signing up for classes
4. Enter password, if you have never created a password select "Reset Password" and follow prompt.
5. Click drop down menu on upper left hand side above Concord Dance Academy logo
6. Under "My Account" select "Edit Payment-Method On File"
7. Under "Payment Method" select "Input New Payment-Method"
8. Enter all credit card information, before selecting "Next" under "Auto Pay/Recurring Payment Plan" make sure the "Enable Auto Pay" box is checked off.
9. On the next screen verify that the information just entered is selected for autopay/recurring payments and select "Save"

**IF YOU WOULD LIKE A PAYMENT METHOD REMOVED YOU MUST EMAIL THE STUDIO AT [office@concorddanceacademy.com](mailto:office@concorddanceacademy.com)**