



The Japanese Language School of Greater Boston is excited to introduce our Online Payment Portal. Parents can now access a secure site online to submit payments for tuition and materials conveniently.

Important Information

- Payments made through the Payment Portal are processed through a domestic network. Please ensure that your bank is a domestic bank or can process domestic ACH transactions.
- Please use the [Payment Charts](#) to determine your Selection number and payment amount.

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## Accessing the Online Payment Portal

1. Navigate to the Online Payment Portal through the Japanese Language School website. A link to the Payment Portal labeled “Brookline Bank” is located at the bottom of the [Payment Charts](#) page. Select this link.



2. You will be directed to the Payment Portal’s main login page. From here you can create a user profile, log into your existing profile, or make a payment as a guest.



[支払額一覧表 / Payment Charts](#)

入力はアルファベットで半角英数のみ有効です。日本語入力は無効です。

Please use English mode in alphabet; Japanese will be invalid.

**Required Fields are outlined in red.**

赤枠表示の必須項目のみ入力してください。

### Welcome to Our Online Payment Portal!

#### オンライン支払ポータルによこそ！

Welcome Parents to our Online Payment Portal! If this is your first visit, please select the [Create Account](#) link below to set up your access.

Please sign in to make a payment, view payment history, or manage payment accounts. To protect your account from unauthorized access, your session will be closed after a period of inactivity. If your session ends, please log in again.

To make a donation or payment as a guest without creating an account, please select [PAY AS A GUEST](#) below.

For more information about the Japanese Language School, please visit our website [here](#).

初めての方は、下の [\[Create Account\]](#) ボタンを選択して、アカウントを作成してください。

アカウントを作成してログインすると、お支払い、お支払い履歴の表示、お支払いアカウントの管理をすることができます。不正アクセスから保護するため、個々のセッションは、一定時間入力のない場合、タイムアウトします。セッションが終了した場合は、再度ログインしてください。

アカウントを作成しないで、ゲストとしてお支払いされる場合、下の [\[PAY AS A GUEST\]](#) (ゲストユーザ払い) ボタンを選択してください。

ポストン日本語学校についての詳細は、こちらから[本校ウェブサイト](#)をご覧ください。

[PAY AS A GUEST / ゲストユーザ払い](#)

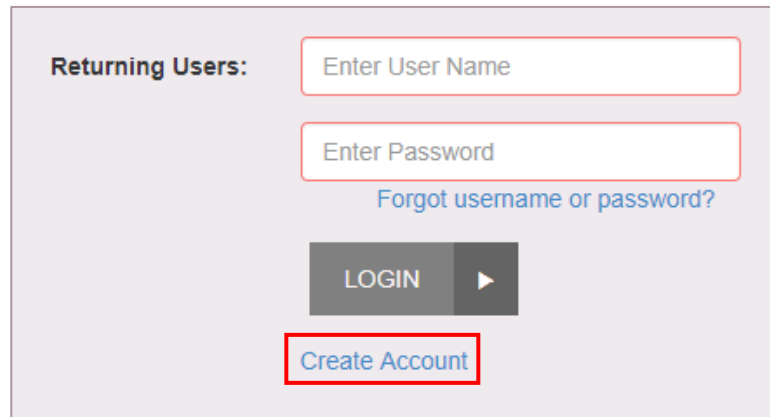
Returning Users:

[Forgot username or password?](#)

[LOGIN](#)

## Creating A User Profile

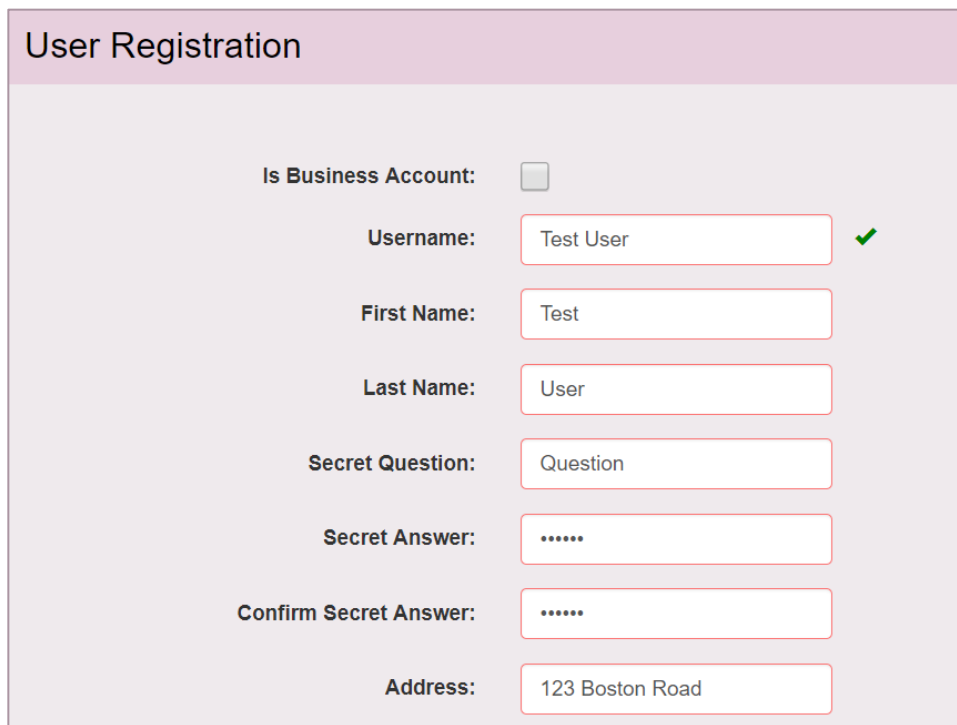
1. Select the blue link labeled **Create Account** under the LOGIN button.



The screenshot shows a login interface with the following elements:

- Returning Users:** A label above two input fields: "Enter User Name" and "Enter Password".
- A link: "Forgot username or password?"
- A button: "LOGIN" with a right-pointing arrow.
- A link: "Create Account" (highlighted with a red box).

2. Complete the required fields on the following **User Registration** page, including:



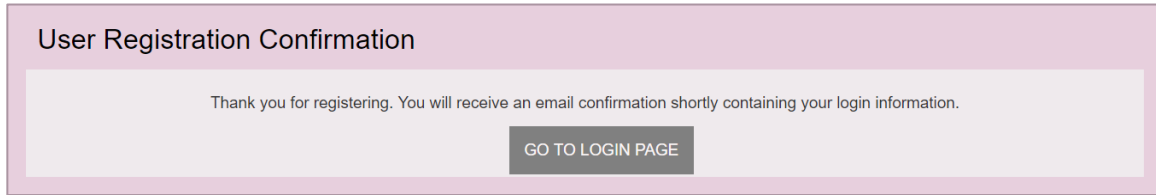
The screenshot shows the "User Registration" page with the following fields and values:

- Is Business Account:**
- Username:** "Test User" (with a green check mark)
- First Name:** "Test"
- Last Name:** "User"
- Secret Question:** "Question"
- Secret Answer:** "....."
- Confirm Secret Answer:** "....."
- Address:** "123 Boston Road"

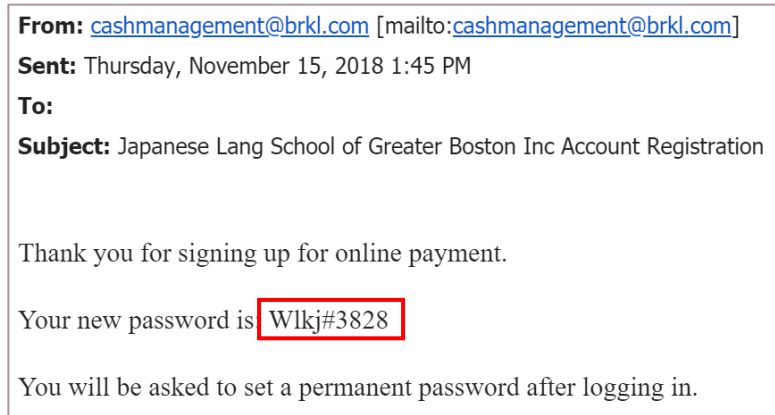
- **Username:** A green check mark (✓) indicates an available Username. A red X (✗) indicates that this Username is unavailable.
- **Secret Question/Answer:** The Secret Question will be presented to you if you select “Forgot username or password” on the main login page to retrieve your username or reset your password. The Secret Answer is case-sensitive. It must be entered exactly as it was set up to proceed with a username retrieval or password reset.
- **Is Business Account:** Please check this box if you will be paying from a business account.

**NOTE:** Please do not complete the Social Security Number and Driver’s License fields. This information is not needed to process your payments.

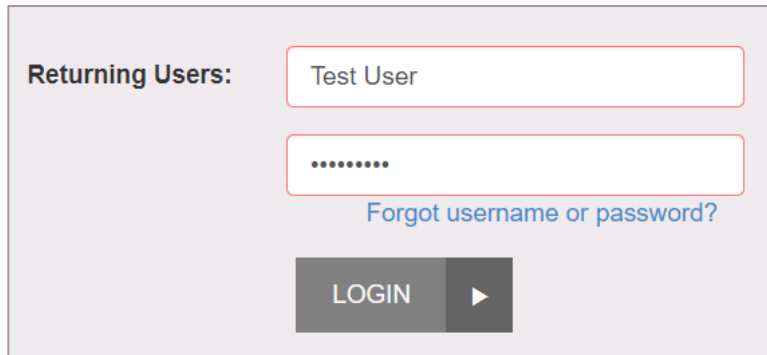
3. Select **REGISTER** at the bottom of the page to continue.
4. After successfully registering, you will be directed to a confirmation page. Select **GO TO LOGIN PAGE** to return to the main screen.



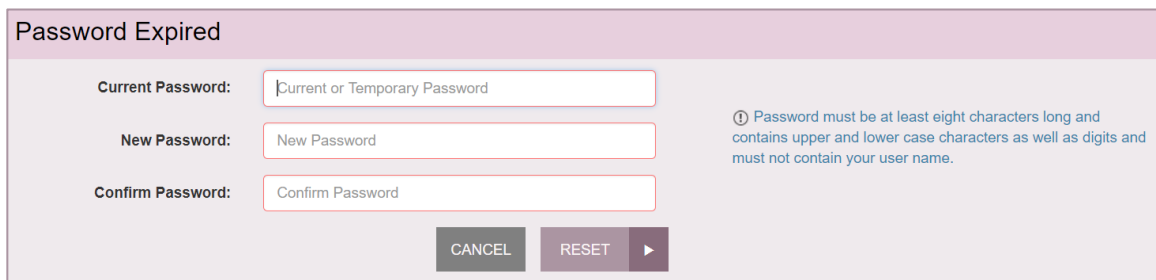
5. An e-mail containing a temporary password will be sent to the e-mail address provided during User Registration. Retrieve this temporary password for your first-time login.



6. Enter your selected Username and temporary password on the login page.



7. You will be directed to the Password Expiration page. Input your temporary password and create a new, permanent password to log in moving forward. Select **RESET**.



8. After successfully resetting your password, you will be presented with a confirmation. Select **OK** to return to the login page.

### Password Reset Confirmation

Your password has been reset. Please login with your new password.

**OK**

9. You can now log in with your profile with your Username and permanent password. Upon logging in you will see your Dashboard, from which you can navigate around to different pages within your profile.



[支払額一覧表 / Payment Charts](#)  
入力はアルファベットで半角英数のみ有効です。日本語入力は無効です。  
Please use English mode in alphabet; Japanese will be invalid.  
**Required Fields are outlined in red.**  
赤枠表示の必須項目のみ入力してください。

Welcome, Test [Not You?](#) [Logout](#) ▶

[MAKE A PAYMENT / お支払い](#) [EDIT PAYMENT OPTIONS / 支払いオプションの編集](#) [EDIT PROFILE](#)

#### Scheduled Transactions / 予定されている支払い

Next Payment Date	Amount	Location
No records found		

#### Transaction History / 支払いの履歴

Transaction ...	Amount	Payment Type	Status	Location	Description
20 Days Ago	\$630.00	Checking	Voided	N02	

[FULL TRANSACTION HISTORY / 支払いの履歴](#)

## Making A Payment as A User

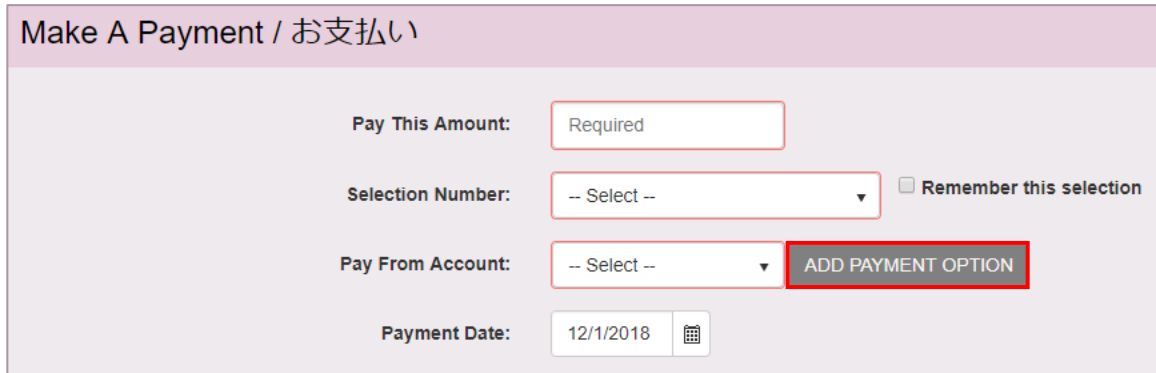
1. Log in into your user profile. Select **MAKE A PAYMENT** from your Dashboard page.



Welcome, Test [Not You?](#) [Logout](#) ▶

**MAKE A PAYMENT / お支払い** EDIT PAYMENT OPTIONS / 支払いオプションの編集 EDIT PROFILE

2. If this is your first time making a payment through your user profile, select **ADD PAYMENT OPTION**.



Make A Payment / お支払い

Pay This Amount:

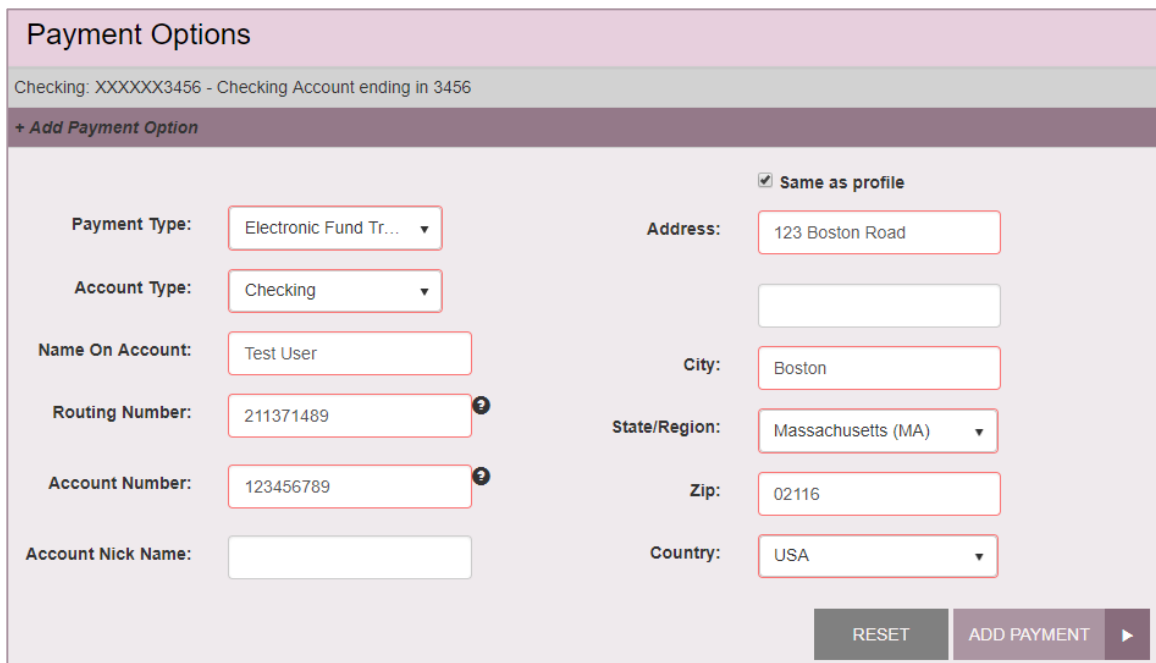
Selection Number:   Remember this selection

Pay From Account:  **ADD PAYMENT OPTION**

Payment Date:

3. You will be directed to your Payment Options settings, where you can add a new payment account or edit an existing account.

Input your bank account information and select **ADD PAYMENT**.



Payment Options

Checking: XXXXXX3456 - Checking Account ending in 3456

+ Add Payment Option

Same as profile

Payment Type:  Address:

Account Type:

Name On Account:  City:

Routing Number:  State/Region:

Account Number:  Zip:

Account Nick Name:

Country:

RESET ADD PAYMENT ▶

4. After adding your payment option, you will be directed back to the payment page. Select the Payment Charts link at the top or bottom of the screen to bring up your Selection Number options.

**NOTE:** If making a donation, select **Donation** for your Selection Number and skip to Step 6.

支払額一覧表 / Payment Chart

入力はアルファベットで半角英数のみ有効です。日本語入力は無効です。  
Please use English mode in alphabet; Japanese will be invalid.

Required Fields are outlined in red.

赤字表示の必須項目のみ入力してください。

BACK Welcome, Test Not You? Logout ▶

Make A Payment / お支払い

Pay This Amount: Required

Selection Number: -- Select --  Remember this selection

Pay From Account: -- Select -- ADD PAYMENT OPTION

Payment Date: 12/6/2018

Please refer to the payment chart [here](#) to determine your Selection Number and Option Number when submitting a payment.

5. Identify which Selection Number is appropriate for your student, and determine if any Option Numbers apply to your payment.

オンライン支払い Online Payment

下記の授業料・教材費支払額一覧表（[在籍生使用](#)と[新入生使用](#)）をご参照になり、下部のBrookline Bankリンクボタンからオンラインでお支払いください。  
Please refer to the charts below (for [enrolled students](#) and [new students](#)), and pay online following the Brookline Bank link button below.

ボストン日本人会についての詳細は、[こちらから](#)ごらんください。  
If you would like more information about Japanese Association of Greater Boston, please visit their [website here](#).

**在籍生使用 Enrolled Students**

学年 Grade	日本人会 JAGB membership	授業料 Tuition	教材費 Material Fee	小計 Total per student	選択番号 Selection Number
年中・年長 4-5 yrs olds	会員 Member	\$310.00	\$10.00	\$320.00	E1
	非会員 Non-Member	\$340.00	\$10.00	\$350.00	E2
	会員 Member	\$280.00	\$14.00	\$294.00	E3

6. Complete the Pay This Amount and Selection Number fields based on the Payment Charts. Select the Pay From Account, Student ID, Payment Date, and include any Option Numbers or Comments that apply to your payment. Select **CONTINUE**.

Make A Payment / お支払い

Pay This Amount: \$350.00

Selection Number: E02  Remember this selection

Pay From Account: -- Select -- ADD PAYMENT OPTION

Student ID (e.g. 012345): 123456

Option Number (e.g. Option 1):

Comment:

Payment Date: 12/6/2018

7. Review your payment information and Authorization Agreement, and select **AGREE AND SUBMIT** when ready to submit your payment.

### Confirmation

Please review the payment information and authorization agreement below for accuracy and select "Agree and Submit".  
支払い金額と同意書をご確認ください。また、【Agree and Submit】（同意して送信）を選択してください。これでお支払完了です。

Amount: \$350.00

Selection Number: E02

From Account: Checking: XXXXXX6789

Student ID:: 123456

#### Authorization Agreement:

I, **Test User**, authorize **Japanese Lang School of Greater Boston Inc** to electronically debit my account for the amount indicated above.

I agree to have sufficient funds in my account for the transaction above, and understand that my financial institution may assess fees if there are insufficient funds in my account. I acknowledge that it will not be the responsibility of **Japanese Lang School of Greater Boston Inc** to pay any transaction fees that may be assessed by my financial institution.

In the case of a returned transaction, I authorize the resubmission of the entry and, as applicable, an additional debit of the above account up to the state maximum return fee amount.

My entry of the information above and the acceptance of this agreement shall be my signature to execute this transaction.

The acceptance of this agreement may be revoked, prior to the processing of this transaction, by contacting us at **781-641-2370**.

CANCEL AGREE AND SUBMIT ▶

8. You will receive a Transaction Receipt once your payment request is complete. You can print your receipt or save a digital copy to your computer. An e-mail confirmation will also be sent to the e-mail you set up for your user. Select **CLOSE** to return to your Dashboard.

### Transaction Receipt

Amount: \$350.00

Selection Number: E02

Account #: Checking: XXXXXX5678

Transaction Date: 12/19/2018

Student ID:: 123456

#### Authorization Agreement:

I, **Test User**, authorize **Japanese Lang School of Greater Boston Inc** to electronically debit my account for the amount indicated above.

I agree to have sufficient funds in my account for the transaction above, and understand that my financial institution may assess fees if there are insufficient funds in my account. I acknowledge that it will not be the responsibility of **Japanese Lang School of Greater Boston Inc** to pay any transaction fees that may be assessed by my financial institution.

In the case of a returned transaction, I authorize the resubmission of the entry and, as applicable, an additional debit of the above account up to the state maximum return fee amount.

My entry of the information above and the acceptance of this agreement shall be my signature to execute this transaction.

The acceptance of this agreement may be revoked, prior to the processing of this transaction, by contacting us at **781-641-2370**.

CLOSE SAVE RECEIPT ▶ PRINT RECEIPT ▶

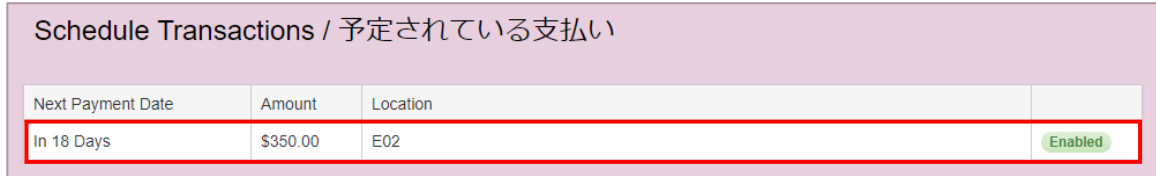


## Delete or Edit A Payment

If you log in as a user to create your payments, you have the ability to delete and edit the Payment Date and Pay From Account for future dated payments.

NOTE: Transactions can only be changed or deleted until 9:00PM ET the business day before the Payment Date.

1. Log in to your user profile. Your upcoming transactions will be listed on your Dashboard under Scheduled Transactions. If your transaction has been moved to Transaction History, it has been processed and can no longer be edited.

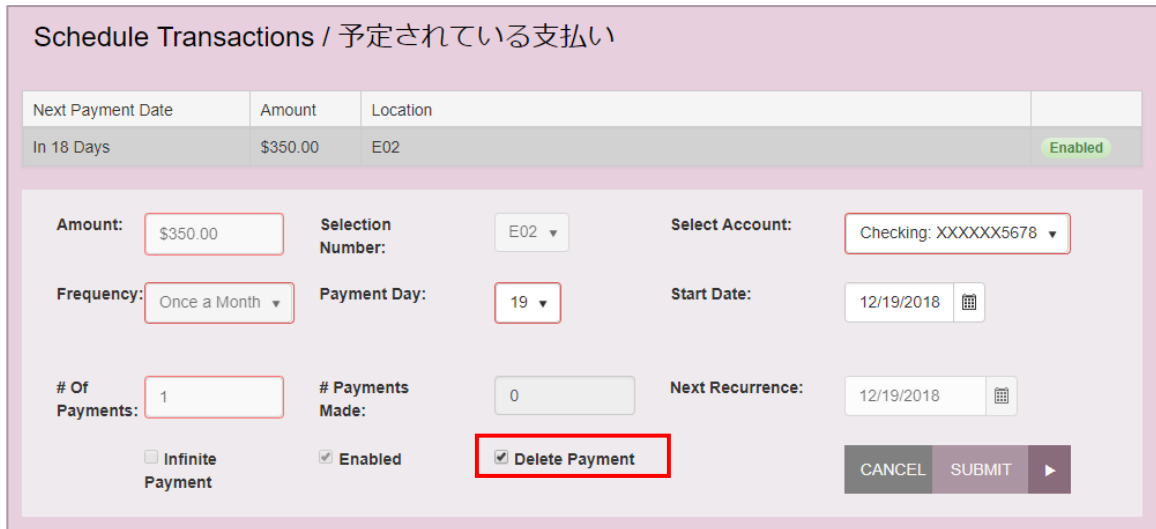


Schedule Transactions / 予定されている支払い

Next Payment Date	Amount	Location	
In 18 Days	\$350.00	E02	Enabled

2. Select the payment to be changed. The payment line will expand to reveal full transaction details.

3. Edit the Payment Date (Start Date), Pay From Account (Select Account), or delete the transaction. Select **SUBMIT** to process your changes.



Schedule Transactions / 予定されている支払い

Next Payment Date	Amount	Location	
In 18 Days	\$350.00	E02	Enabled

Amount:  Selection Number:  Select Account:

Frequency:  Payment Day:  Start Date:

# Of Payments:  # Payments Made:  Next Recurrence:

Infinite Payment  Enabled  Delete Payment

CANCEL SUBMIT

4. The page will refresh and your changes will be immediately reflected on your Dashboard.



Schedule Transactions / 予定されている支払い

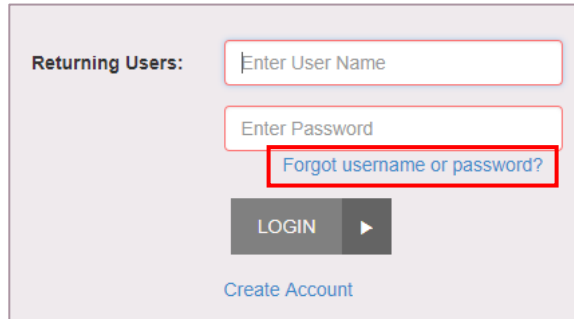
Next Payment Date	Amount	Location	
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No records found

## Request A Username or Reset Password

If you log in as a user and you have forgotten your username or password, you have the option to request your username and reset your password from the main login page.

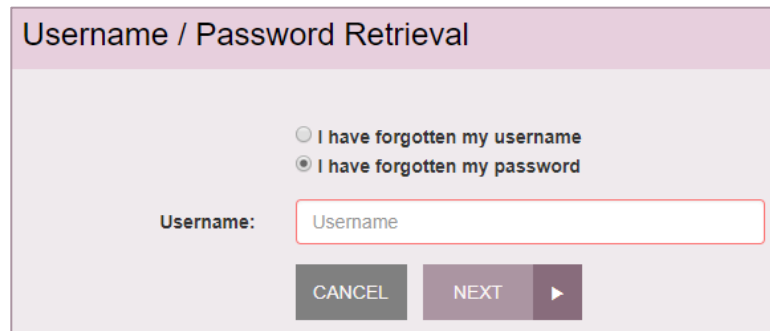
1. Select the link labeled **Forgot username or password?** from the main login page.



The screenshot shows a login form with the following elements:

- Returning Users:** A label above two input fields.
- Enter User Name:** A text input field.
- Enter Password:** A text input field.
- Forgot username or password?:** A link highlighted with a red box, located below the password field.
- LOGIN:** A button with a right-pointing arrow.
- Create Account:** A blue link below the login button.

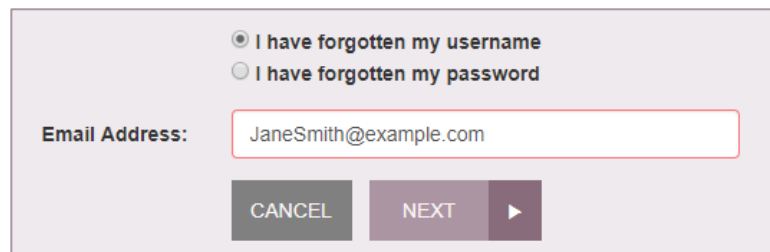
2. You will be directed to the Username/Password Retrieval page. Select whether you would like to retrieve your username or reset your password.



The screenshot shows the 'Username / Password Retrieval' page with the following elements:

- Username / Password Retrieval:** The page title.
- I have forgotten my username:** A radio button option.
- I have forgotten my password:** A radio button option, which is selected.
- Username:** A text input field.
- CANCEL:** A button.
- NEXT:** A button with a right-pointing arrow.

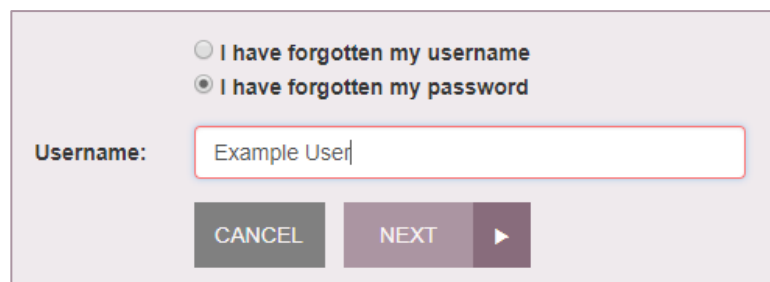
If retrieving your username, select **I have forgotten my username**. Input the e-mail address used to register your user and click **NEXT**.



The screenshot shows the 'Username / Password Retrieval' page with the following elements:

- I have forgotten my username:** A radio button option, which is selected.
- I have forgotten my password:** A radio button option.
- Email Address:** A text input field containing 'JaneSmith@example.com'.
- CANCEL:** A button.
- NEXT:** A button with a right-pointing arrow.

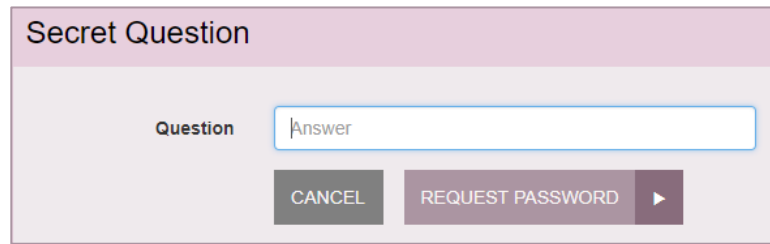
If resetting your password, select **I have forgotten my password**. Enter your username and click **NEXT**.



The screenshot shows the 'Username / Password Retrieval' page with the following elements:

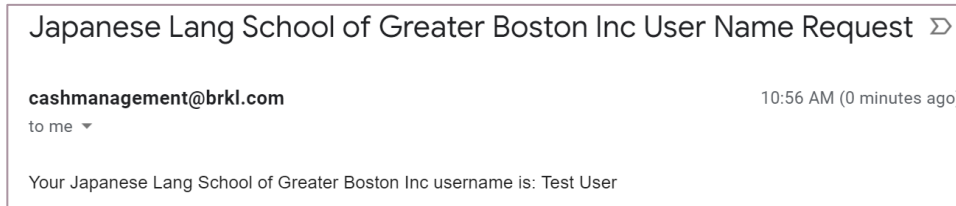
- I have forgotten my username:** A radio button option.
- I have forgotten my password:** A radio button option, which is selected.
- Username:** A text input field containing 'Example User|'.
- CANCEL:** A button.
- NEXT:** A button with a right-pointing arrow.

You will be prompted to correctly answer the Secret Question set up during User Registration. The Secret Answer is case sensitive.

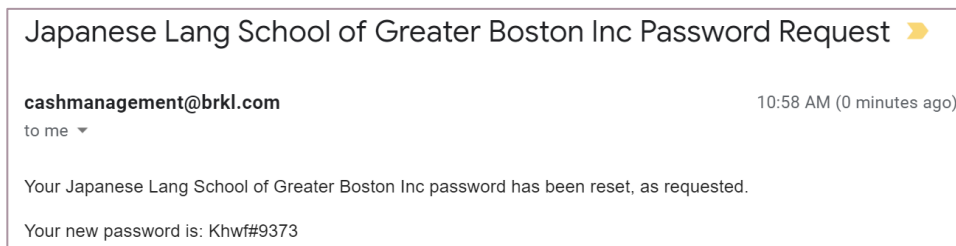


The screenshot shows a form titled "Secret Question". It has a "Question" label on the left and an "Answer" input field on the right. Below the input field are two buttons: "CANCEL" and "REQUEST PASSWORD". The "REQUEST PASSWORD" button has a right-pointing arrow.

3. You will receive an e-mail with your username or a temporary password.



The screenshot shows an email notification. The subject is "Japanese Lang School of Greater Boston Inc User Name Request" with a right-pointing arrow. The sender is "cashmanagement@brkl.com" and the recipient is "to me" with a dropdown arrow. The time is "10:56 AM (0 minutes ago)". The body text says "Your Japanese Lang School of Greater Boston Inc username is: Test User".



The screenshot shows an email notification. The subject is "Japanese Lang School of Greater Boston Inc Password Request" with a right-pointing arrow. The sender is "cashmanagement@brkl.com" and the recipient is "to me" with a dropdown arrow. The time is "10:58 AM (0 minutes ago)". The body text says "Your Japanese Lang School of Greater Boston Inc password has been reset, as requested." and "Your new password is: Khwf#9373".

If you are resetting your password, please log in with your temporary password after receiving it and create a new permanent password.

## Creating A Payment as A Guest

1. Select **PAY AS A GUEST** from the Payment Portal's main login page.

### Welcome to Our Online Payment Portal!

#### オンライン支払ポータルによこそ!

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Welcome Parents to our Online Payment Portal! If this is your first visit, please select the [Create Account](#) link below to set up your access.  
Please sign in to make a payment, view payment history, or manage payment accounts. To protect your account from unauthorized access, your session will be closed after a period of inactivity. If your session ends, please log in again.

To make a donation or payment as a guest without creating an account, please select [PAY AS A GUEST](#) below.  
For more information about the Japanese Language School, please visit our website [here](#).

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初めてのの方は、下の [\[Create Account\]](#) ボタンを選択して、アカウントを作成してください。  
アカウントを作成してログインすると、お支払い、お支払い履歴の表示、お支払いアカウントの管理をすることができます。不正アクセスから保護するため、個々のセッションは、一定時間入力のない場合、タイムアウトします。セッションが終了した場合は、再度ログインしてください。  
アカウントを作成しないで、ゲストとしてお支払いされる場合、下の [\[PAY AS A GUEST\]](#) (ゲストユーザ支払い) ボタンを選択してください。  
ボストン日本語学校についての詳細は、こちらから[本校ウェブサイト](#)をご覧ください。

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[PAY AS A GUEST /ゲストユーザ支払い](#)

2. Select the Payment Charts link at the top or bottom of the screen to bring up your Selection Number options.  
**NOTE:** If making a donation, select Donation for your Selection Number and skip to Step 4.

[支払額一覧表 / Payment Charts](#)

入力はアルファベットで半角英数のみ有効です。日本語入力は無効です。  
Please use English mode in alphabet; Japanese will be invalid.  
**Required Fields are outlined in red.**  
赤字表示の必須項目のみ入力してください。

PAY AS A GUEST /ゲストユーザ支払い

Selection Number: -- Select --

Pay This Amount: Required

3. Identify which Selection Number is appropriate for your student, and determine if any Option Numbers apply to your payment.

### オンライン支払い Online Payment

下記の授業料・教材費支払額一覧表 ([在籍生使用](#)と[新入生使用](#)) をご参照になり、下部のBrookline Bankリンクボタンからオンラインでお支払いください。  
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If you would like more information about Japanese Association of Greater Boston, please visit their [website here](#).

**在籍生使用 Enrolled Students**

学年 Grade	日本人会 JAGB membership	授業料 Tuition	教材費 Material Fee	小計 Total per student	選択番号 Selection Number
年中・年長 4-5 yrs olds	会員 Member	\$310.00	\$10.00	\$320.00	E1
	非会員 Non-Member	\$340.00	\$10.00	\$350.00	E2
	会員	\$280.00	\$11.50	\$291.50	E3

4. Complete the Pay This Amount and Selection Number fields based on the Payment Charts. Complete all other required fields and any optional fields that apply to your payment. Select **CONTINUE**.

PAY AS A GUEST / ゲストユーザ支払い

Selection Number:	Donation
Pay This Amount:	\$100.00
Donor Affiliation (Parents etc.):	Parent
Donor Type (Individual or Corporation):	Individual
Comment:	
Payment Type:	Bank
Account Type:	Checking
Name On Account:	John Smith

5. Review your payment information and Authorization Agreement, and select **AGREE AND SUBMIT** when ready to submit your payment.

PAY AS A GUEST / ゲストユーザ支払い

Please review the payment information and authorization agreement below for accuracy and select "Agree and Submit".  
支払い金額と同意書をご確認ください。また、[Agree and Submit] (同意して送信) を選択してください。これでお支払完了です。

Amount:	\$100.00
Selection Number:	Donation

6. You will receive a **Submitted Successfully** message once your payment request is complete. You can print your receipt or save a digital copy to your computer. An e-mail confirmation will also be sent to the e-mail you set up for your user.

PAY AS A GUEST / ゲストユーザ支払い

Response:	Submitted Successfully
Amount:	\$100.00
Selection Number:	Donation

Thank you for using our Payment Portal. If you have any questions or need any assistance, please reach out to the JLS Office at (781) 641-2370 or [info@jlsboston.org](mailto:info@jlsboston.org).