

# Welcome to Our Online Payment Portal!

This quick start guide will help you through the steps of creating a user profile and submitting a payment for tuition, education materials, and donations to the Japanese Language School of Greater Boston. For assistance, please reach out to the JLS Office at (781) 641-2370 or [info@jlsboston.org](mailto:info@jlsboston.org).

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## Important Information about the Payment Portal

- Payment Portal transactions 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.

## Accessing the Payment Portal

1. Navigate to the Payment Portal through the Japanese Language School website. A link labeled “Brookline Bank” is located at the bottom of the page. Select this link.



Brookline  
Bank  
[Brookline Bank](#)

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

## Creating A Payment as A Guest

1. Select **PAY AS A GUEST** from the main login page.
2. Use the Payment Charts to determine your Selection Number and any applicable Option Numbers. If making a donation, select Donation as your Selection Number.
3. Complete the remaining required fields, and any optional fields that apply to your payment. Select **CONTINUE**.
4. Review your payment and the Authorization Agreement on the following page and select **AGREE AND SUBMIT** to submit your payment.

## Creating A User Profile

1. Select the blue link labeled Create Account under the **LOGIN** button.
2. Complete the required fields on the following User Registration page. Select **REGISTER**.
3. A confirmation page will appear. Select **GO TO LOGIN PAGE**.
4. An e-mail containing a temporary password will be sent to you. Retrieve the temporary password.
5. On the main login screen, enter your selected Username and temporary password in the Returning Users fields.
6. You will be asked to change your password. Input your temporary password and create a permanent password. Select **RESET**.
7. A confirmation page will appear. Select **OK**.
8. Log in with your Username and permanent password.

## Making A Payment as A User

1. Log in to your user profile. Select **MAKE A PAYMENT**.
2. Select **ADD PAYMENT OPTION**.

**OR**

- Select the Pay From Account from the dropdown and skip to Step 4.
3. The Payment Options screen will appear. Input your bank account information and select **ADD PAYMENT**.
  4. Use the Payment Charts to determine your Selection Number and any Option Numbers. If making a donation, select Donation as your Selection Number.
  5. Complete the amount, Pay From Account, and any other fields that apply to your payment. Select **CONTINUE**.
  6. Review your payment and the Authorization Agreement on the following page and select **AGREE AND SUBMIT** to submit your payment.

## Delete or Edit A Payment (Registered Users)

Registered users have the option to delete and edit the Payment Date or Pay From Account before transactions process at 9:00PM ET.

1. Log in to your user profile.
2. Upcoming transactions will be listed on your Dashboard under Scheduled Transactions. Select the payment to be changed/deleted.  
**NOTE:** If your transaction has moved to the Transaction History, it can no longer be changed or deleted.
3. Edit or delete the transaction. Select **SUBMIT** to process your changes.