



Brightwheel Billing Get Started Guide

Setting up Brightwheel Billing is as easy as 1-2-3

1

Configure billing settings ⚡

Take control of how and when you get paid

From the billing section of your account click 'Settings'. Then customize your payment options.

☐ Toggle on 'Accept online payments'

☐ Set up late payment fees

2

Set up billing plans ⚡

Save hours each month with automatic recurring invoices

From your billing dashboard, click 'Select an action' and then 'Set up billing plan.' From there, choose student(s), set the billing schedule, and add charges.

☐ Add discounts

☐ Setup copays

☐ Split charges between payers

3

Invite families ⚡

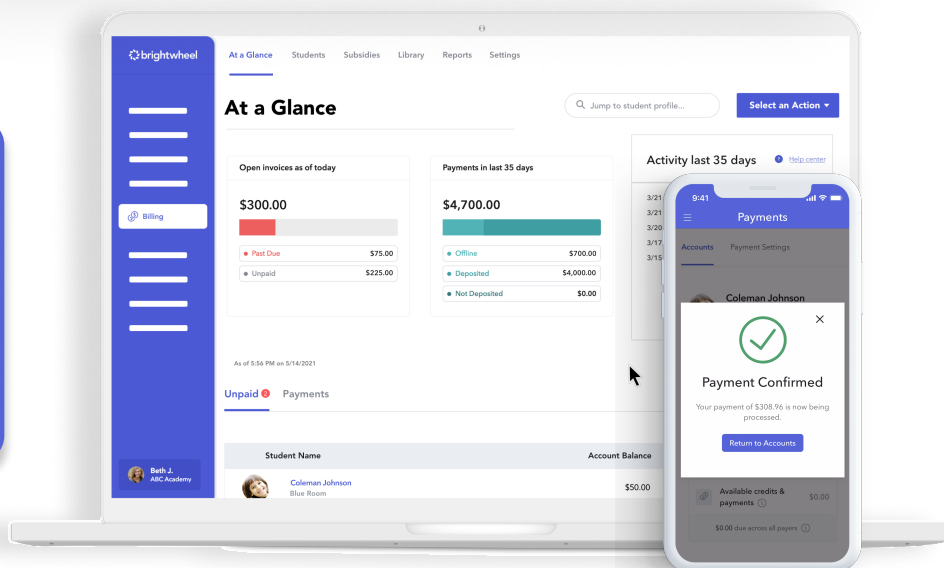
Make it quick, easy, and secure for families to pay online

From the parents tab, go to 'Bill pay'. To invite parents in bulk: click 'Invite all'. To invite parents individually: locate the parent's name and click 'Invite'.

☐ Send invite reminders to families

☐ Invite families to autopay

90% of preschools report more families pay on time with brightwheel.



To learn more visit <https://bit.ly/start-billing>