

Example of Split Payment - Entire Balance Paid (Credit Card Only)

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Locate the correct family from the **Families** (menu) > **All Families** or use the **Global Search Field** (*find a family*) at the top of any page in Jackrabbit.

1. Check to be sure there is more than one card saved on the family *Billing Info* tab.
 2. Click the family's **Payment/Credit** button.
 3. Enter the split amount in the *Payment* field, to be charged and apply it to the appropriate fee.
 4. Click **Use Card/Acct on File**.
 5. Select the card you want to process.
 6. Verify that the *Payment Amount* is correct.
 7. Click **Submit ePayment**.
 8. Click **OK** if prompted.
 9. Repeat Steps 2 – 8, selecting a different card in Step 5.
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