



St. Joseph School

Catholic Schools – Learn • Serve • Lead • Succeed

Rooted in Faith, Rooted in Mission, Rooted in Hope

March 10, 2020

Dear St. Joseph School Parents,

We hope this email finds you well. We wanted to take a moment to communicate a few exciting changes that we are making to streamline the invoicing and payment process.

We have procured an easy-to-use cloud solution called Curacubby to help save you time in paying and managing your invoices. We are excited to automate your monthly tuition payments via FREE online and mobile bank pay. You can also quickly download your invoices and parent ledger statements from your computer, smartphone, or tablet to accommodate your flexible spending benefit programs.

To prepare for the first billing cycle:

1. We've pre-loaded your email address and your family info. Please read all the instructions carefully before you click on the link listed in step 5 below.
2. From the Curacubby page, (*Do not sign-in, and look below the Blue Button*). Click "Reset my password" and then enter your email address and then click "Reset Password." (If you can't find the reset password email in your inbox, please check your spam folder. If you still can't find your reset password email, please email support@curacubby.com).
 - a. Please note: for security purposes, your password must be at least 8 characters and include one of the following special characters: *,#,!,-,\$,^ or)
3. Once you are in, please review your information, and your child's profile & contact information.
4. **Please set up an online payment method (Pay-By-Bank or Pay-by-Credit-Card) to easily pay and manage your tuition.**
5. Now "Please take a moment to login to your account be resetting your password at <http://stjosephpinole.curacubby.com>.

Pay-By-Bank is free. The one-time setup wizard only takes minutes. **We do encourage you to set up Pay-By-Bank as soon as you receive this email** by clicking on your name (in the upper right hand corner), clicking on Billing, and then clicking on Add Bank Account. Please note that the ACH Authorization form does not bind you to an automatic recurring payment. The ACH Authorization form is meant to permit our processor to pull funds from your bank account when you actively click "Pay by Bank".

Pay-By-Credit Card incurs a fee. Please note, however, that credit card payments incur a convenience fee of 2.9% plus 55 cents.

Please enable "monthly" auto-pay. Please click on your name (in the upper right hand corner), clicking on Billing, then "Turn ON" Auto-Pay toggle. If you added both your credit card and your bank account, please specify "Current Selection for auto-pay". Here is a brief 1-minute tutorial: <https://www.iorad.com/player/118424/Enroll-in-Auto-Pay-by-Billing->

Rest assured, you can continue to pay by check if you choose, **but you are required to use Curacubby to access your tuition invoices and statements.** If you need technical help, please email our friends at Curacubby at: support@curacubby.com. Please email minfante@csdo.org if you have any other questions at all.

Privacy, Security, and Performance:

You can rest assured that your payment transactions and credentials are protected by the best security and highest industry standards.

Curacubby is hosted at one of the top fully managed dedicated hosting 24x7x365 data centers in the world. Curacubby's dedicated environment is managed by the same world class experts, specializing in virtualization, security, containers, data, ecommerce, web content management, email and collaboration, disaster recovery and IT transformation, that manage some of the most recognized fortune 500 brands. Curacubby's performance environment delivers world-class infrastructure with industry-leading SLAs, including a 100% Network Uptime Guarantee. Your private information is stored securely on cloud servers protected by best in class firewalls and leading industry security protocols.

Curacubby's payment processors have been audited by a PCI-certified auditor, and are certified to PCI Service Provider Level 1. This is the most stringent level of certification available.

All web traffic is scanned and filtered by web application firewalls. This protects their servers from malicious traffic such as SQL injections, cross-site scripting and many other types of attacks.

We hope that, by using our new online payment system, Curacubby, you will experience a better and more efficient way to pay for monthly tuition and to easily access invoices, and that you will also find more time in your day to do the other things you want to do!

With the Utmost Gratitude,

Natalie Lenz-Acuña, Principal
St Joseph School