

# COUNSELING PAYMENT INSTRUCTIONS

## FIRST TIME PAYMENT

1. Go to <https://rcalvary.org/counseling/> and click on the “Pay for Counseling” button.
2. This will bring you to the [Planning Center login page](#). **Log in** with an existing account, or **register** a new account.
3. Follow the registration instructions to submit your payment.

## MAKING SUBSIDIZED PAYMENTS

1. We accept partial payments for those who have applied for financial assistance through our benevolence program. If you have questions regarding our benevolence program, please email [office@rcalvary.org](mailto:office@rcalvary.org) or [jonathan@rcalvary.org](mailto:jonathan@rcalvary.org).

## MAKING ADDITIONAL PAYMENTS

1. Go to the [main registration page](#). Click on "**register again**"
2. It will take you to the Select Attendees page. **Check the box next to your name.** Select Individual Registration or Couples Session. *(You will see "You have already registered for this event. [View Registration](#)." highlighted in yellow under your name. Ignored this.)*
1. **Click the "Next: Details" button** at the bottom of the page. This will take you to the Personal Information page. Scroll down to the bottom to the section titled Add-Ons.
2. **Check the box next to Additional Individual Sessions or Additional Couples Sessions** and select the number of sessions you would like to pay for.
3. **Click on "Review & Pay"**. This will take you to the payment page where you can enter credit card information and the amount. **Be sure to click on "Complete Registration" at the bottom.**