

How to login to Tuition Express and make a payment

1. Go to <https://www.tuitionexpress.com/>
2. Sign into your account by entering your username and password
3. Select the "Make a Payment" tab
4. Follow prompts

How to Register your Tuition Express Account

1. Call the Cardinal's Nest at (810) 591-0821
2. Let the office staff know that you need to create a Tuition Express account for making tuition payments.
3. The office staff, if required, will ask for the required banking information (credit card, checking account, or savings account numbers)
 - a. Once those numbers have been entered into the system, we will provide the account holder with a computer generated Tuition Express ID and a Registration Code.
The Registration Code is the last 4 digits of the banking information on file
4. Once you are given the codes, login to <https://www.tuitionexpress.com/>
 - a. Select the "Register" tab
 - b. Enter in provided numbers
 - c. Follow prompts to finalize account setup.

If you forget your login information

1. Call the Cardinal's Nest at (810) 591-0821
2. Let the office staff know you forgot your Tuition Express login information
3. The office staff will ask a few verification questions, for security purposes
4. Once verified, the staff will either create a new generic password or create a password that the account holder selects. (The choice is up to the account payer)
5. Once manually changed, the account will be reset and will be ready for account use

If your bank account information on file has changed

1. Call the Cardinal's Nest at (810) 591-0821
2. Let the office staff know your bank information has changed on your account
3. The office staff will ask a few verification questions, for security purposes
4. The staff will remove any old information and replace it with the new provided details