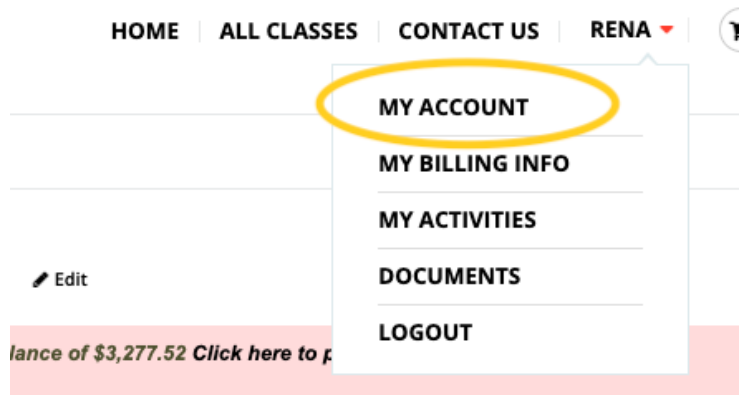


# CMCB ASAP Guide for Registered Families


## Updating Contact Information


For billing and contact purposes, it is important that we have access to your updated email, phone number, and address. To update this information, follow the steps below:

1. Click on your name in the upper right corner of your ASAP account.
2. From the drop-down menu, click “My Account”





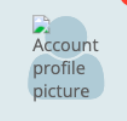
3. Click the “Edit” button next to Primary Account Holder.

Primary Account Holder 

 You have an outstanding balance of \$3,277.52 [Click here to pay.](#)

BASIC INFORMATION

|             |   |
|-------------|---|
| Name:       | Rena Test  |
| E-mail:     | rena.anne.cohen@gmail.com   |
| Address     | 1 Main St   |
| City:       | Medford   |
| State:      | MA  |
| Country:    |   |
| ZIP Code:   | 02155   |
| Phone:      | 1234567890  |
| Student ID: | 10892614  |
| Login Info: | *****      |



Account profile picture

[UPDATE IMAGE](#)

Additional Family Members

4. Fill in your updated contact information and click “Save.”

**ACCOUNT INFORMATION**

Title  
Ms. ▼

First Name \*  
Rena

Last Name \*  
Test

Email \*  
rena.anna.cohen@gmail.com

Primary phone \*  
1234567890 Mobile ▼

Address \*  
1 Main St

Address line 2

City \*  
Medford

State \*  
Massachusetts ▼

Postal code \*  
02155

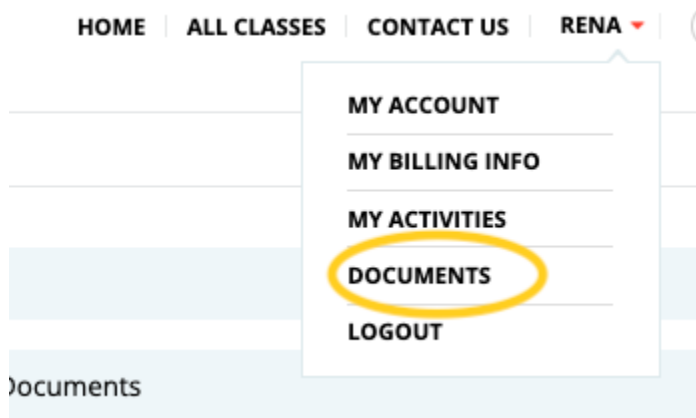
CANCEL SAVE

Note: On the “My Account” page, you may also edit Emergency Contacts or add members to your family. If you’d like to change/update demographic information, such as race, gender, or preferred language, please contact the Registrars.

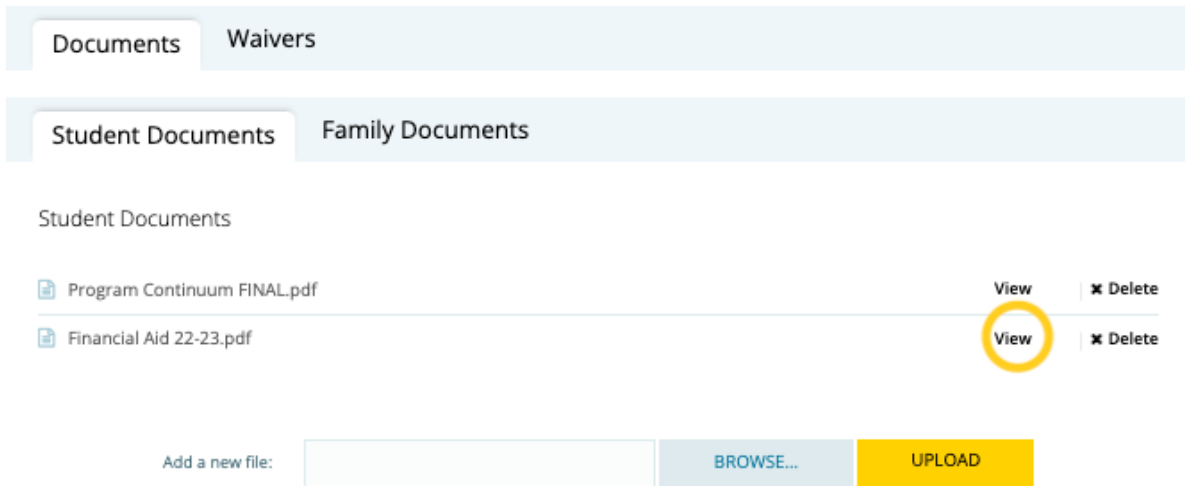
## Viewing Documents

CMCB will post documents for students, such as Financial Aid Award Letters, through ASAP. To view these documents, follow the steps below:

1. Click on your name in the upper right corner of your ASAP account.
2. From the drop-down menu, click “Documents.”



3. In the Documents tab, click “View” to the right of the name of the document you wish to view (Note: the Student Documents and Family Documents should be identical).

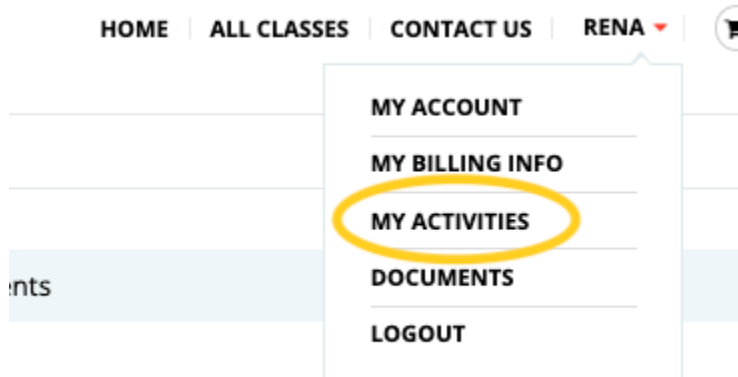


4. From here, you may print, download, or save the document.

# Checking Student Schedules

While most students have a consistent schedule week-to-week, ASAP can be a helpful tool to remind you of start dates, end dates, and CMCB closure dates. There are two ways to view a student's schedule on ASAP:

1. Click on your name in the upper right corner of your ASAP account.
2. From the drop-down menu, click "My Activities"



3. Click "Schedule" on the left hand side, then click "View Schedule" to the right of the class you wish to view.

A screenshot of the ASAP 'Schedule' page. The left sidebar shows navigation options: Account Info, Billing Info, My Activities, Schedule (highlighted with a yellow oval), Calendar, Documents, and Home. The main content area shows 'Rena's Activities' with two classes listed: Chamber Orchestra and Double Bass. Each class entry includes a 'VIEW SCHEDULE' button (highlighted with a yellow oval) and a 'PAY NOW' button. The Chamber Orchestra class details are: LOCATION: Community Music Center of Boston, Inc, Allen Hall; DATES: 9/17/2022 - 6/10/2023; DAYS: Sa; TIMES: 03:15 PM - 05:30 PM. The Double Bass class details are: LOCATION: Community Music Center of Boston, Inc, 23A; DATES: 9/12/2022 - 6/12/2023; DAYS: Mo; TIMES: 9:00 AM - 9:45 AM; TEACHER: Sullivan, Kevin.

- A window should pop up with a schedule for that class. Closure dates will be listed in **red**.

**SCHEDULE**

3/18/2023→03:15 PM-5:30 PM - SAT

3/25/2023→03:15 PM-5:30 PM - SAT

April

4/1/2023→03:15 PM-5:30 PM - SAT

4/8/2023→03:15 PM-5:30 PM - SAT

4/15/2023→03:15 PM-5:30 PM - SAT

4/22/2023→03:15 PM-5:30 PM - SAT      **APRIL BREAK (6) (NO CLASS)**

4/29/2023→03:15 PM-5:30 PM - SAT

May

5/6/2023→03:15 PM-5:30 PM - SAT

- OR Click Calendar on the left hand side to view a calendar with all registered classes. You can view the calendar by day, week, or month. The calendar can be more difficult to view than the Schedule feature.

- Account Info
- Billing Info
- My Activities
- > Schedule
- > **Calendar**
- Documents
- Home

Calendar

TODAY    11/01/2022 - 11/30/2022

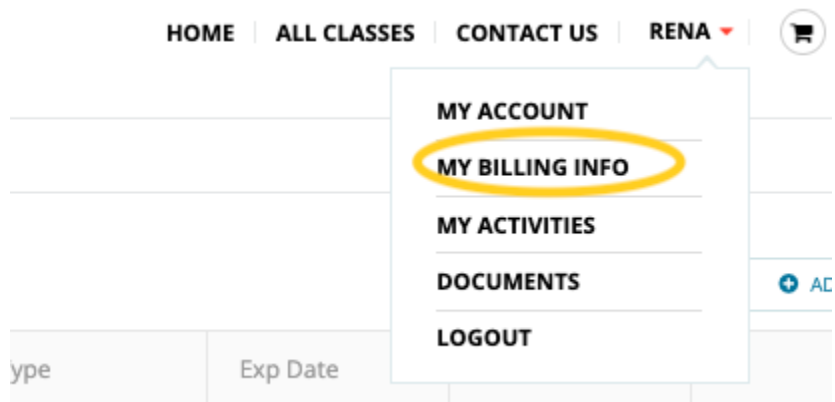
DAY   WEEK   **MONTH**   AGENDA

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
| 30     | 31     | 01      | 02        | 03       | 04     | 05       |
| 06     | 07     | 08      | 09        | 10       | 11     | 12       |
| 13     | 14     | 15      | 16        | 17       | 18     | 19       |
| 20     | 21     | 22      | 23        | 24       | 25     | 26       |
| 27     | 28     | 29      | 30        | 01       | 02     | 03       |

## Making Payments

There are several ways to make a payment using ASAP. The method shown below involves the option to print invoices and view payment plans, but you are welcome to pay on ASAP whatever way is easiest for you. For families on monthly billing plans, the Registrars will send an email reminder when monthly payments are due.

1. Click on your name in the upper right corner of your ASAP account.
2. From the drop-down menu, click “My Billing Info”



3. Click on the InvoiceID next to the invoice you wish to pay. This page also provides the option to add a saved credit card for future use.

Saved Cards + ADD NEW

| Number     | Type | Exp Date   |      |        |
|------------|------|------------|------|--------|
| ██████████ | Card | ██████████ | Edit | Delete |

1

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My Invoices Account Statement Tax Deductible

From: 5/9/2022 To: 8/9/2022

| Date               | Amount     | Status | InvoiceID | Amount Due |
|--------------------|------------|--------|-----------|------------|
| 08/09/2022 6:09 AM | \$650.00   | UNPAID | 14181638  | \$650.00   |
| 08/09/2022 6:27 AM | \$2,627.52 | UNPAID | 14181695  | \$2,627.52 |

1

4. ASAP will generate an invoice with an option to print in the upper right corner. Click “Pay Now” if you wish to pay:

Receipt

|  |                                |                 |
|--|--------------------------------|-----------------|
| <b>Chamber Orchestra - ENS-CO</b><br>Sa from 03:15 PM to 05:30 PM, 9/17/2022 - 6/10/2023<br>Community Music Center of Boston, Inc, Allen Hall<br>Instructor: <i>Kathleen Berger</i><br>Section: ENS-CO | <b>Registrant</b><br>Rena Test | \$650.00        |
| Subtotal:  |                                | \$650.00        |
| Total:   |                                | \$650.00        |
| Paid:  |                                | \$0.00          |
| <b>Amount Due:</b>   |                                | <b>\$650.00</b> |

[PAY NOW](#)

5. Select the payment option, payment method, and discount code (if applicable). Then click "Process Payment."



Payment

**STEP 1: Select a Payment Option**

Pay in full  
 Pay partial amount  
 Payment plan with \$40.00 due now, plus 10 payments of \$61.00 [Details](#)

Card Ending in 8498 [v](#)

Discount code  [Apply](#)

[PROCESS PAYMENT](#)

**GOODADDY.COM VERIFIED & SECURED**  
This transaction is secured using the SHA-2 and 2048-bit encryption, the strongest encryption on the market today.

Summary

|                                   |                 |
|-----------------------------------|-----------------|
| <b>Chamber Orchestra - ENS-CO</b> | \$650.00        |
| Rena Test                         |                 |
| Subtotal:                         | \$650.00        |
| <b>Total:</b>                     | <b>\$650.00</b> |
| <b>Amount Due:</b>                | <b>\$650.00</b> |

6. You should receive a confirmation email from ASAP that your payment was received.