

Step 1:

Click on "Sign Up" to create your account.

First time here? Sign up	
G Google	
Username	
1	
Password	
a Ø	
Remember Me	
Forgot Password? Log In	
POWERED BY Genius Education	

Step 2:

Enter your details for creating your online access. You will then receive an email with a link to confirm registration.

SIGN UP FOR ONLINE ACCESS	
First Name 🙎	REGISTER FOR ONLINE ACCESS
Last Name 🚨	To complete the signup for Youremail.com
Email 🔘 🛞	Check Your Email for the Registration Link The link will expire in 48 hours.
Username	You can now close this tab.
Password 💿 🏦 ⊘	G POWERED BY Genius Education
Password Again 🔒 🥥	
Cancel Sign Up	
COVERED BY Geneus Education	

Step 3:

Click the activation link included in the automatic email you receive in your inbox.



Step 4:

Re-enter your password that you selected in your account setup in step 2 and click "activate," then in the next screen, click "Login Now"

To activate your account, please re-enter your password.	ACCOUNT ACTIVATED
Activate	Your account has been activated. You may now log into the system.
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Step 5:

Enter your Login credentials

EDUCATIONAL PORTAL
First time here? <u>Sign up</u>
G Google
Username
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Password
A
Remember Me
Forgot Password? Log In
POWERED BY Genius Education

Step 6:

You will be taken to the home page. Click on "Forms and Contracts" on the left menu bar, then click "Open Your Registration Form"



Step 7:

You will see two tabs at the top: "Parent Information" and "Registration." First click on the Parent Information tab to input or update the required information fields.

A Home	REGISTRATION (2023 - 24)	A Registration is N
≡ Forms & Contracts ∨	Parent	Easternition
Pegistration	Information	regisieron
My Account >		/
	Parent Information	
	Parent 1	Parent 2
	Last Name	Last Name
	First Name	First Name
	Cell Phone	Cell Phone
	Email	Email

Step 8:

Click on the Registration tab at the top:

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🗈 My Account >	Ø		0
	Registration		
			- Bull maintration promont due
	Child	Registered Registration	Puil registration payment due
	Child 1 Name	\$1,000.00	
	Child 2 Name	\$1,000.00	
	Total	\$2,000.00	
	Deposited Payments	\$0.00	
	Undeposited Payments	\$0.00	
	Due	\$2,000.00	

Step 9:

Click on the gray circle next to "Full registration payment due" to open your payment options. This will allow you to add your payment information by:

- credit card
- ACH
- Division of funds between two payment methods credit card and ACH or multiple credit card or ACH accounts

PARENT		©3
A Home	REGISTRATION (2023 - 24)	Registration is Not Complete unt
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Registration	Parent Information	Registration
🗈 My Account >	0	0
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	Undeposited Payments	\$8.00
	Due	\$2,000.00

Full registration payment due	
Date	
■ 12/29/2022 ×	
Use Multiple Payment Methods	
Payment Method	
Payment Method Image: AMEX	
Payment Method	
Payment Method	

Step 10:

On the right side, you will see your total amount for payment. To complete your re-registration, click the "Sign This Page" button where you will e-sign. After you complete your signature, press "SUBMIT." When you receive the pop up, click "Approve" to finalize your re-registration. After approval, you will receive a message on your screen indicating that registration is complete.

You should receive an email a few minutes after your payment processes. If you do not see an email, please check your spam folder.

A Registration is Not Complete a	until Registration page is Submitted
	Need Assistance? Please Call us at 516) 487-8687 x2 or use the contact form below.
	Payment Plan Summary 12/22/2022 \$2.050.00*
ie by January 30, 2023.	AMEX \$2,060.00
	* includes a 3% surcharge.
∍thods	Sign This Page
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	You need to provide your signature to submit.
Date	Asser A max Provertient for former x Provertient for former x
PAYMENT SUBMIT × 10 ip You are hereby authorizing an immediate charge \$2,060.00.	Registration is complete.
No Approve	

If you have any questions or need assistance with the online payment portal and re-registration process, please contact Eva Nisanov in the Business Office at (516) 487-8687 Ext. 121, or by email at enisanov@nsha.org.