

OptionC

Dear **St. Vivian Catholic School Relative:**

St. Vivian Catholic School is now using a new online payment service called **MattMoney** by OptionC. The name **MattMoney** comes from the patron saint of money exchange, St. Matthew. **MattMoney** offers our organization the ability to easily accept payments for the services we provide to you. **MattMoney** offers flexible payment options for Credit Card and eCheck (ACH) payments. Using **MattMoney** will help our organization to collect needed fees quickly and easily and we appreciate you using this new service.

Please see directions below on how to log into your OptionC and start the process of activating your **MattMoney** account(s):

Directions

1. To sign into your OptionC parent portal, go to www.optionc.com. Go to the top right corner of the page and click the **SIGN-IN** link.

Please Note: If you are on a tablet or smart phone, you will see a round icon in the top right corner. Click on the icon to open the menu and select the **SIGN-IN** Link.

**Computer
Sign-in**

A rectangular button with the text "SIGN-IN" in all caps.

**Mobile Device
Sign-in**



2. If you have an **email username**, select the Sign In button. Enter your username and password.
3. If your username is **not** an email, select the **Set Up** button– search for your organization by name or code. Then enter your NEW Username and Password
4. After logging into your Parent Portal, click Office > Fee Management.
5. Click “Get Started” to create your **MattMoney** account(s)

If you are having trouble locating your username and/or password, please contact the office for assistance.

Thank you,

Andrew Butler