

Dear **Kingfish Swimming Medfield** Member,

We are pleased to introduce secure online **credit card and/or eCheck Bank processing** to our billing system that will dramatically reduce the amount of time you spend writing checks and our team spends collecting money.

For your convenience and providing efficiencies in our collections process, **we are kindly encouraging you to put an electronic form of payment on file to automatically pay fees owed.**

It's simple to enable our electronic payment processing system. Simply visit our team website at [www.kingfishswimmingmedfield.com](http://www.kingfishswimmingmedfield.com) and click on the **Sign In** button to sign into your private, secure account. If you do not have a user name and password, please request one by replying to this email.

Once logged in:

- Click on **My Account**
- Then **Setup Auto Pay**
- Click the **Add New** button
- Enter your information and click **Save**
- You are now ready to pay electronically!

Privately, in your account, in the **\$My Invoice/Payment** section under **My Account**, you can review what you currently owe, what will be charged to your method of payment on file, and past billing histories.

Thank you for your continued support and thank you in advance for your participation in paying electronically!

**The Kingfish Swimming Medfield Team Administrators**

P.S. Please maintain an active email address that you frequently access as there will be frequent communications both for billing and other team functions. You may also input additional email addresses should you have them.