

## CBST and CB Diving Billing Information

Each family with a participant(s) on CBST/CB Diving has an account through Team Unify which is used for many team functions, including billing.

For your convenience and efficiency of the billing process, each account must have a payment card on file. Use the following instructions to add your card to your account:

- Go to team website at [www.cbswimanddive.com/](http://www.cbswimanddive.com/) and click on the **Portal Log-In** button to sign-in to your account.
- Click on **My Account** (on left menu)
- Then **Setup Auto Pay**
- Click the **Add Credit Card** button
- Enter your information and click **Save**

Fees billed will include any team-related items such as participation fees (dues), association fees (SAL team), out-of-district fees, meet entry fees, USAS transfer fees, travel (USAS senior group), purchased items such as caps, and any other costs associated with team participation.

Fees are billed to accounts throughout the month, with all items typically being in accounts by the 25<sup>th</sup> of each month. Parents should take time between the 26<sup>th</sup> and the end of the month to review their projected amount owed and ask questions if needed. Use the following instructions to view your charges:

- Go to team website at [www.cbswimanddive.com/](http://www.cbswimanddive.com/) and click on the **Portal Log-In** button to sign into your account.
- Click on **My Account** (on left menu)
- Then **Billing Summary**
- Click the “**Simulate Billing**” button (upper right)
- Click the calendar icon then select “**Next Billing Cycle (CURRENT MONTH 1, 2023)**”
- Click the green “**Start Simulation**” button
- Review the charges, noting the following:
  - Total amount that will be charged to your card is listed as “**Balance Due**”
  - Details of the charges are in the grid beneath the balance due.
  - Do NOT make a payment yourself – wait for the amounts to be charged on the 1<sup>st</sup>. If you make a payment yourself, the amount may not be applied correctly which will cause issues for you and a great deal of administrative work. Also, if you make a payment yourself, you will only be able to pay invoiced charges and will still be charged recurring dues payments, if any, on the 1<sup>st</sup>, which will produce complete payment of all amounts owed. However, again, amounts may not be applied correctly so please wait and let the charges happen automatically on the 1<sup>st</sup>.

The projected amount owed for each account will be charged to the payment card on file on the 1<sup>st</sup> of the month (sometimes on the 2<sup>nd</sup> if the 1<sup>st</sup> is a Sunday) and will immediately be reflected as a credit in the account. Depending on your payment option and monthly activity, your account may have a zero balance in some months. If you do not have a payment due, there will be no charge to your payment card.

We expect that everyone will maintain an active payment card in the system which will satisfy all charges on the 1<sup>st</sup> of each month. If you need to update your card, please do so immediately and not later than the last day of the month by following these instructions:

- Go to team website at [www.cbswimanddive.com/](http://www.cbswimanddive.com/) and click on the **Portal Log-In** button to sign into your account.
- Click on **My Account** (on left menu)
- Then **Billing Summary**
- Click on the **Payment Setup** tab (across the top)
- Then you can choose to edit your card or delete it and add a new one

- Once you enter your new information, be sure to **Save**

To the extent that a card is declined, expired, or payment is otherwise not completed on the 1<sup>st</sup>, we will provide a grace period until the 25<sup>th</sup> of the month for you to resolve the issue. Accounts not current by the 25<sup>th</sup> of the month will be charged a monthly late payment fee of \$25 and your child(ren) will not be able to continue participating in the program. See full payment agreement on the team website (resources page).

v. 5-2023