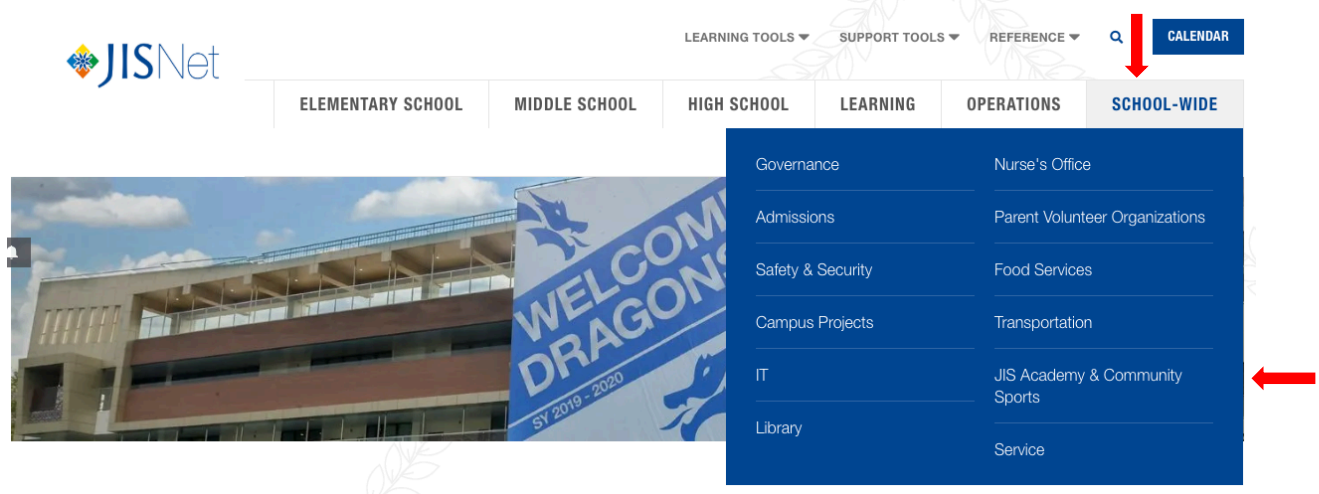


## JIS ACADEMY REGISTRATION GUIDE

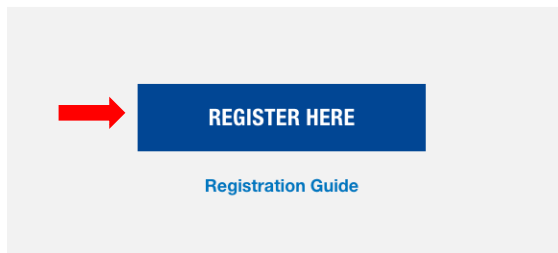
Login to JISNet.

Click on **SCHOOL-WIDE** then **JIS Academy & Community Sports**.

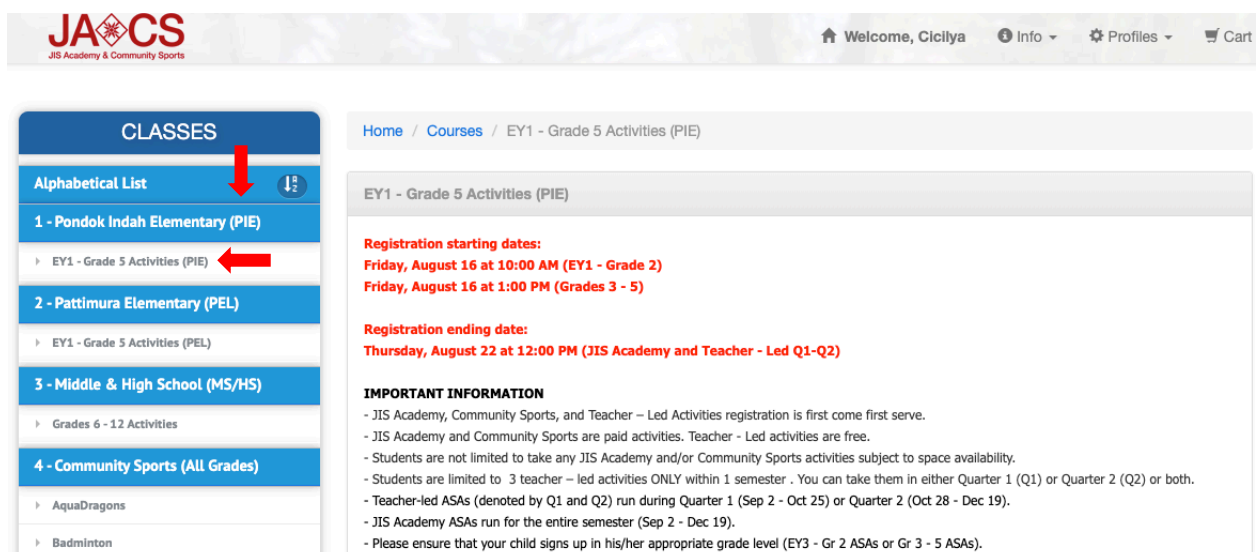


You will then be directed to JIS Academy & Community Sports Registration page.

Click on **REGISTER HERE**.




**Step 1:** Click on the campus your child is enrolled in. A list of activities will then appear.



**Step 2:** Click on the activity your child wishes to enroll in, then click “**Register**”.

Friday - Q2 - Origami & Ayatori (Gr. 3 - 5)  
Friday - Q2 - Recycled Materials (Gr. EY3 - 2)  
Friday - Rock Band (Grades 3 - 5)  
Friday - Saudacao Capoeira (EY3-Grade 2)  
Friday - Saudacao Capoeira NEW Participants (Grades 3 - 5)  
Friday - Saudacao Capoeira Returning Participants (Grades 3 - 5)  
Friday - Upcycled Art (Grades 3 - 5)  
[TEST Friday Ballet \(Gr. 3 - 5\) PIE](#)

**Test Paid Class**

Add	Dates	Times	Fees	Details
 <a href="#">Register</a>	06-SEP-19 - 13-DEC-19	Fri : 2:10 PM - 3:00 PM	IDR 5,000	<a href="#">View</a>

[TEST Monday - Arts \(EY3 - Gr. 2\) PIE](#)

**Step 3:** Click on your family member that wishes to take the activity. Then click on “**Update & Continue Registration**” should you wish to register for more activities for your family members or simply hit “**Update & Checkout**” button if you want to continue your registration.

**JACS**  
JIS Academy & Community Sports



Welcome, Cicilya | Info | Profiles | Cart

Step 1 of 4 - Choose Registrant

To add additional family members to this account for registration and enrollment, please contact the JIS Academy Office: (021) 50989555 ext 20110 or [jisacademy@jisedu.or.id](mailto:jisacademy@jisedu.or.id)

**The activities in the cart below are not automatically reserved for your family until update & checkout button is clicked, registration is done and a confirmation email is received.**

Item Name	Registrant (Tick the name(s) below)	Amount
<b>TEST Friday Ballet (Gr. 3 - 5) PIE</b> Fri : 2:10 PM - 3:00 PM 06-SEP-19 - 13-DEC-19 Test, Test JIS Academy, PIE Campus	<div><div>Bradley (grade and age not met)</div><div>Marley (grade and age not met)</div><div><input type="checkbox"/> Feily</div><div>Shenly (grade and age not met)</div><div>Enriko (grade and age not met)</div><div>Cicilya (grade and age not met)</div></div>	
<b>Subtotal:</b>		0
<b>Grand Total:</b>		<b>IDR 0</b>

[Update & Continue Registration](#)   [Update & Checkout](#)

**Step 4:** Choose your payment method. You can choose online payment by credit card or pay cash at the JIS Business Office. Then click **“Go To Next Step”**.

**CLASSES**

Alphabetical List

1 - Pondok Indah Elementary (PIE)

2 - Pattimura Elementary (PEL)

3 - Middle & High School (MS/HS)

4 - Community Sports (All Grades)

Step 2 of 6 - Payment Options (Please read Payment Options below)

**Choose Your Payment Method**

☒ Pay by Credit Card

Pay at the Business Office (CIL) as soon as possible as the system will automatically drop your enrollment on day 6

**Due to bank credit card restrictions, please consider keeping the transaction amount to 25,000,000 or less. For amounts greater than 25,000,000 create an additional invoice. Please check with your credit card company for more details.**

[Back to Cart](#)

**GO TO NEXT STEP**

**Payment Options**

All activities will be priced in Indonesian rupiah. Currently we accept VISA, Mastercard and JCB. Here are our recommendations for a smooth experience:

**Indonesian credit card** - this is the fastest and most reliable method you can use.

**Foreign 3D secure credit card** (like "Verified by Visa" and "MasterCard SecureCode") - be sure your bank has up-to-date contact information and/or that you know your password.

**Foreign credit card (Non 3D secure credit card)**, please call your bank in advance and tell them you will be making a charge from Indonesia.

**Six - Day Cash Payments** - payments must be made at the JIS Business Office on Cilandak Campus within six days of registration,

**Step 5:** Thick **“I accept the above terms of service”** after reading it, then click **“Accept”**.

**CLASSES**

Alphabetical List

1 - Pondok Indah Elementary (PIE)

2 - Pattimura Elementary (PEL)

3 - Middle & High School (MS/HS)

4 - Community Sports (All Grades)

Step 3 of 6 - Agreement Acceptance

**Waivers**

\* Please ensure that you have read and agree to all information as described in these Waivers. \*

Document Name	Read And Approved
<a href="#">JIS Academy Terms of Service</a>	<input checked="" type="checkbox"/> I accept the above terms of service

You have chosen 'Credit Card' as payment method, change the below selection box if you want to use another payment method or do nothing

Pay by Credit Card

**ACCEPT**

(Please do not refresh the page and or hit the back button)

**Step 6:** Your invoice will appear. Then click **“Process Payment”** if you choose to pay by credit card.

**JACS**  
JIS Academy & Community Sports

3 - Middle & High School (MS/HS)

4 - Community Sports (All Grades)

5 - Parents & Adults

Grades 6 - 12 Activities

AquaDragons

Badminton

Baseball/Softball

Gymnastics

Jakarta Dragon Basketball

Komodos Jr. Rugby

Soccer

Tennis

Adults Activities

Welcome, Cicilya

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Payment Date	Amount	Payment Type	Card No	Transaction Status
Item Name		Registrant		Amount
TEST Friday Ballet (Gr. 3 - 5) PIE Fri : 2:10 PM - 3:00 PM 06-SEP-19 - 13-DEC-19 TestTest JIS Academy, PIE Campus		Felly Sasmito		IDR 5,000
Subtotal:				IDR 5,000
Grand Total:				IDR 5,000
Amount Paid:				IDR 0
Amount Due:				IDR 5,000

PROCESS PAYMENT

We Accept

MasterCard

VISA

JCB

AMERICAN EXPRESS

SafeKey

**Step 7:** You will be directed to payment gateway page. Fill out your credit card information then click **“Pay Now”**.

**Your Order Summary**

Merchant Name

Transaction No

Description

Amount

: Yayasan Jakarta International School (JIS)

: 00029316-113014

: Transaction #00029316-113014

: IDR 5.000

JIS

Card Number

Month

Year

CVC

Name on card / Billing Name

Card

Calendar

?

Pay Now

Verified by VISA

MasterCard SecureCode

JCB


AMERICAN EXPRESS

SafeKey

bayarind

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**Step 8:** Your registration is now complete. Invoice confirmation will appear. The confirmation will also be emailed to you.



**JAACS**  
JIS Academy & Community Sports

[Welcome, Cicilya](#)
[Info](#)
[Profiles](#)
[Cart](#)

1 - Pondok Indah Elementary (PIE)

▶ EY1 - Grade 5 Activities (PIE)

2 - Pattimura Elementary (PEL)

▶ EY1 - Grade 5 Activities (PEL)

3 - Middle & High School (MS/HS)

▶ Grades 6 - 12 Activities

4 - Community Sports (All Grades)

▶ AquaDragons  
 ▶ Badminton  
 ▶ Baseball/Softball  
 ▶ Gymnastics  
 ▶ Jakarta Dragon Basketball  
 ▶ Komodos Jr. Rugby  
 ▶ Soccer  
 ▶ Tennis

5 - Parents & Adults

▶ Adults Activities

Email sent to [cdamayanti@jisedu.or.id](mailto:cdamayanti@jisedu.or.id)

Invoice No	00029316
Invoice Status	PAID
Invoice Date	13-NOV-19
Amount	IDR 5,000

**PAYMENT HISTORY**

Payment Date	Amount	Payment Type	Card No	Transaction Status
13-NOV-19	IDR 5,000	Credit Card	4665*****27	APPROVED

Item Name	Registrant	Amount
<b>TEST Friday Ballet (Gr. 3 - 5) PIE</b> Fri : 2:10 PM - 3:00 PM 06-SEP-19 - 13-DEC-19 Test, Test JIS Academy, PIE Campus	Felly Sasmito	IDR 5,000
<b>Subtotal:</b>		<b>IDR 5,000</b>

<b>Grand Total:</b>	<b>IDR 5,000</b>
<b>Amount Paid:</b>	<b>IDR 5,000</b>
<b>Amount Due:</b>	<b>IDR 0</b>