

Scheduling Your Flex Payment

Destiny Leadership Institute

1. Login to your [My Profile Account](#).
2. Choose "Give" from the options on the left hand menu.
3. Select "Repeating Gift."
4. Under "Gift Amount"
 - Choose "DLI Tuition" from the dropdown menu.
 - Enter \$250.
5. Under "Schedule Details"
 - Choose "Monthly" from the dropdown menu.
 - Choose a "Starting Date." *Start dates must be in the future and be a date that occurs EVERY month. If the date that you are setting up your flex payments happens to be on the 29th-31st of the month, you will need to make a one time payment and then set up a repeating payment for 5 months- using a start date between the 1st and 28th.*
6. Under "Continue Until"
 - *Choose "6" gifts have been made.
7. Hit Continue.
8. Select "Debit/Credit Card" for payment type.
9. Complete the form.
10. Hit Continue.
11. Hit Confirm.

**If you have already made a payment or have received a partial scholarship, this number may need to be adjusted based on your personal situation.*

If you need assistance or have any questions please feel free to contact Amy Dew at amy@destinyleaders.com or 501.887.9933. Office Hours are every Tuesday-Friday from 9am-4pm CST.