

## Step 1: Login to TADs

## Step 2: Click on “Billing”

The screenshot shows the TADS website interface. The left sidebar contains a navigation menu with the following items: Home, Admissions, Enrollment, Financial Aid, Agreements, Billing (highlighted with a green arrow), Required Documents, and Support. The main content area is titled "Getting Started" and contains eight cards with "Visit" buttons: Admissions, Enrollment, Agreements, Billing, Financial Aid Application, Financial Aid Submissions, Document Requirements, and Document Submissions. A "Need Help?" button is visible on the right side of the Billing card. At the bottom, there is a footer with copyright information and family support hours.

## Step 3: Click on “Household Paid Tuition Report”

The screenshot shows the TADS website interface with the Billing menu selected in the left sidebar. The main content area displays a "Household Paid Tuition Tax Report" section. A green arrow points to the "Household Paid Tuition Tax Report" link. Below this link is a table titled "Accounts - Tuition & Fees" with columns for Number, School, School Year, Current Due, Past Due, Total Due, Future Due, and Balance. The table contains 10 rows of data. An "Add Account" button is located below the table. A "Need Help?" button is visible on the right side of the page. The footer contains copyright information and family support hours.

Number	School	School Year	Current Due	Past Due	Total Due	Future Due	Balance
2426519	Crown of Life Christian Academy	Fall 2022 - Spring 2023	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2244419	Crown of Life Christian Academy	Fall 2021 - Spring 2022	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2057940	Crown of Life Christian Academy	Fall 2020 - Spring 2021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1878901	Crown of Life Christian Academy	Fall 2019 - Spring 2020	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1814564	Crown of Life Christian Academy	Fall 2018 - Spring 2019	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1651421	St. Paul's Lutheran School	Fall 2017 - Spring 2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1465210	St. Paul's Lutheran School	Fall 2016 - Spring 2017	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1294172	Lakeside Lutheran Youth Football Program & Summer Camps	Summer 2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1321875	St. Paul's Lutheran School	Fall 2015 - Spring 2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1215939	St. Paul's Lutheran School	Fall 2014 - Spring 2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

## Step 4: Type in the year you need and print your statement.