



2022-23 Enrollment Instructions (Returning Families)

- Log in to [My Pine Crest](#) with your previously established credentials.
- ***PLEASE NOTE: Both parents will be required to log in separately to review and sign the contract.***
- At the top of the page, click on **“You Have: 1 Contract to Review”**.
- Under your student’s Files and Forms, click the green **“Review”** button to view the contract.
- Click the **“Continue to Contract”** button.
- Upon viewing the contract:
 - Enter your initials as requested.
 - Select your preferred payment plan and payment method.
NOTE: All enrolled students within a family must be on the same payment plan.
 - Make your tuition insurance selection.
 - Enter your electronic signature as requested.
- Click the blue **“To Review”** button at the bottom of the contract.
- Review your selections and click the blue **“Accept”** button at the bottom of the contract.
- The Deposit page will appear with a balance of \$0.00 due.
- Click the blue **“Next”** button.
- The confirmation page will appear.
- Click **“Thank You”**.

The first parent that logs in, reviews, signs and completes the contract will be identified as Parent 1. Upon Parent 1’s completion of the above, there will be a notification that the contract is pending. Parent 2 will need to log in and enter their initials and electronic signature to complete the process. Parent 2 will also be notified that Parent 1 (first signer) determines the payment plan. Parent 2 (second signer) is confirming that selection and does not have the ability to change the selection of Parent 1.

Enrollment Contract Troubleshooting Tips.

- Both parents must log in separately to My Pine Crest using their unique username.
- In the case of a divorce, the signing parents are typically the biological parents.
- If you forgot your username or password, click “Forgot your login?” on the login page.
- If you need assistance with your login, please email mypinecrest@pinecrest.edu or call (561) 883-6823.
- If you have questions about your enrollment contract, please contact Jim Sullivan, Director of Enrollment Management, at enrollment@pinecrest.edu.
- If you have questions about your financial account status contact billing@pinecrest.edu.
- Please complete and submit the signed contract as soon as possible, but no later than **three days after the contract is issued.**