



## On Line Payment/Account Information

### Already a DGSD dancer and have made an on-line payment before:

1. Visit <https://www.thestudiodirector.com/deniseschoolofdance/portal.jsp?page=Login>
2. Enter your email address and password
3. Select: Pay Now
4. Please update contact and emergency information
5. If you would like your payment to be reoccurring each month please make sure you select the recurring box

### Already a registered DGSD dancer but have never gone to the on-line portal:

1. Visit <https://www.thestudiodirector.com/deniseschoolofdance/portal.jsp?page=Login>
2. Enter your email address you provided the dance studio and click "forgot password"
3. You will receive an email (to address you provided the studio) that will allow you to reset your password – following directions in the email
4. Select: Pay Now
5. Please update contact and emergency information
6. If you would like your payment to be reoccurring each month please make sure you select the recurring box

### New DGSD dancer:

1. Visit <https://www.thestudiodirector.com/deniseschoolofdance/portal.jsp?page=Login>
2. Click "Register"
3. Follow the instructions