

Making an Online Payment

PATH: *Portal > Family > Payments*

The **Payments** tool allows Portal users to make online payments to fees and/or food services incurred by members of a household. If this feature is used by a school, the **Payments** link will appear in the Portal index as shown:

Payments

Accepted Payment Methods

Minimum payment amount is \$6.00
In the sections below, you may add additional funds to your student's lunch accounts, pay for school fees, and add items pay for.

Food Service Account	Balance	*Estimate	Payment
Student, Adam M	\$0.00	N/A	\$ <input type="text"/>
Student, Laura A	\$0.00	N/A	\$ <input type="text"/>

* The estimated payment is for one month and is based on the past food service purchases.

Student	Fee	Due Date	Due	Payment
Student, Adam M	Registration Fee	09/20/2013	\$25.00	\$ <input type="text"/>
	New Fee	06/19/2014	\$50.00	\$ <input type="text"/>
	Optional Fee 1	06/19/2014	\$150.00	\$ <input type="text"/>
Optional Items <input type="text"/>				
Student, Laura A	Registration Fee	09/20/2013	\$25.00	\$ <input type="text"/>
	Optional Fee 1	06/30/2014	\$144.00	\$ <input type="text"/>
	Choir Concert	07/01/2014	\$13.00	\$ <input type="text"/>
Optional Items <input type="text"/>				

Convenience Fee: \$ 2.00

Total: \$

[Continue](#)

Online Payments

The **Payments** link will not appear to all Portal users, as it depends on specific school operations and settings. Similarly, the **Food Service** link, which allows Portal users to view Food Service account activity, will only be available if that feature is also used by the school. When both features are enabled, the Payments tool allows parents to pay incurred fees, deposit money into Food Service accounts, and generate a food service transaction report.

Viewing Fees

A list of assigned fees to all students in the household is available from the [Family Fees](#) section. A list of fees assigned to just one student in the household is visible from the student's [Fees](#) section. Payments can only be made from the **Family Payments** section of the Portal.

Unpaid fees from All Years are listed and can be selected for Payment. This does not apply for Food Service payments.

To begin the online payment process for a fee, select **Payments** from the Index. The online payment editor will appear, displaying outstanding fees for all students within the [Household](#).

If the ability to contribute to Food Service accounts is not allowed by the school, the Food Service payment section will not be shown. Similarly, if the students of the household do not have any pending fees, no fees will display in the Fees area.

Fee Payments

Fee payments allow users to pay fees for each student within a household. Users can also view the details of a fee by selecting the plus sign (+) next to the fee name. A fee shown in red indicates that a payment for the full amount has not been made before the due date assigned by the school.

Before a user can successfully make an online payment, [Payment Information](#) must first be registered with the payment vendor. This can be done by selecting the [Register your credit cards and banking information](#).

Once a form of payment has been registered, choose the amount of the fee payment by:

- Entering the amount to be paid in the **Payment** field, *OR*
- Clicking the amount of the fee included in the **Due** column to auto-fill the full fee amount due.

* The estimated payment is for one month and is based on the past food service purchases.

Student	Fee	Due Date	Due	Payment
Student, Adam M	Registration Fee	09/20/2013	\$25.00	\$ 25.00
	New Fee	06/19/2014	\$50.00	\$
	Optional Fee 1	06/19/2014	\$150.00	\$
	Optional Items			
Student, Laura A	Registration Fee	09/20/2013	\$25.00	\$
	Optional Fee 1	06/30/2014	\$144.00	\$
	Choir Concert	07/01/2014	\$13.00	\$
	Optional Items			
	Convenience Fee:		\$ 2.00	
	Total:		\$	

Continue

If the entered amount that is being paid is less than the minimum price, a message displays indicating this. Click the OK button and reenter the total amount to be paid. The minimum amount due displays at the top of the Payments tab.

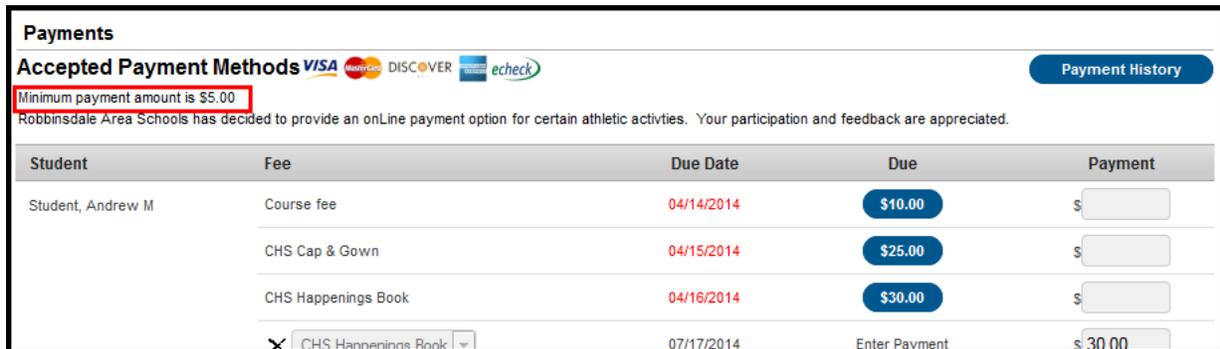
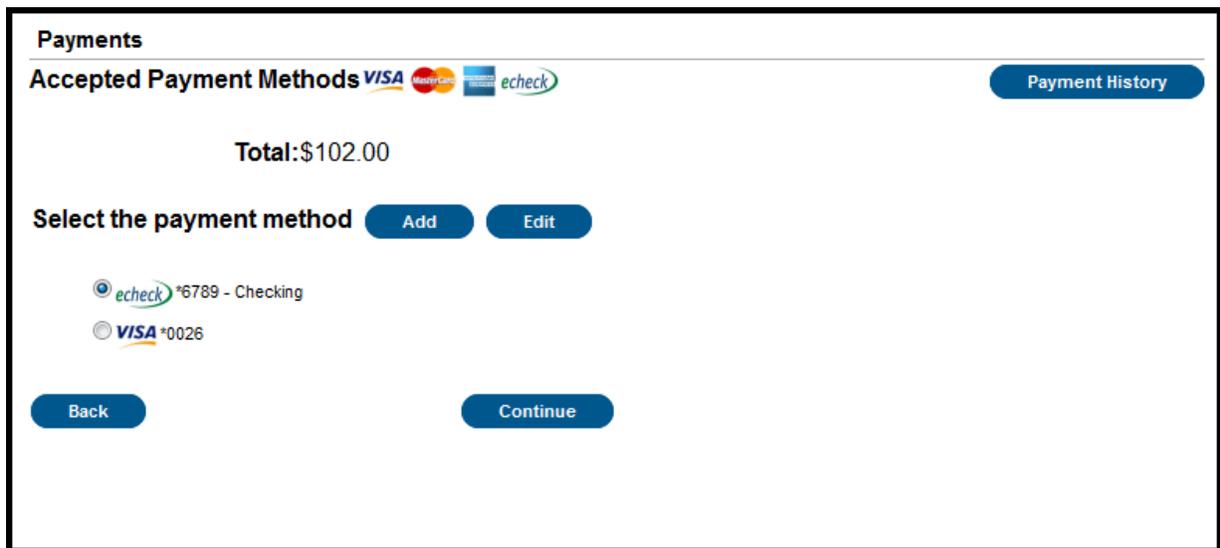


Image 3: Minimum Payment Amount

Payments made through the portal cannot be voided.

If a **Convenience Fee** applies, it will be shown and included in the **Total**. Click **Continue** to proceed to the Payment Method screen:



Payment Selection

Select the appropriate payment method (previously registered). Click **Continue** to proceed to the fees Confirmation page:

Payments

Confirmation
Please confirm your payment choices and payment type.

Student	Calendar	Fee	Payment
Student, Adam M	12-13 Senior High	Athletics	\$100.00

Convenience Fee: \$2.00

Total: \$102.00

Payment Method: echeck *6789 - Checking

Receipt email address:

Back
Make Payment

Make Payment

Review the payment information. If a receipt of this payment is desired, enter the email address where the receipt should be sent in the **Receipt Email Address** field. Review the payment information again to ensure accuracy. To exit without making the transaction, click **Cancel**.

Otherwise, click **Make Payments** to process the fees payment. When the transaction has been processed, the Payment Receipt screen will display. Click the **Make Payment** button to process the payment.

To print a copy of the receipt, click **Print** in the lower right-hand side of the screen. To return to the main Payments screen, click **Back To Payments**. If an email address was entered to receive a receipt, it will look similar to this:

Important message from the Public Schools Campus Messenger system:

Your payment is complete. Please print this receipt for your records.

Date: 8/7/2013 9:49 AM
Reference #: 16088204
Payment Method: VISA *0026
Convenience Fee: \$3.00
Total: \$38.00
thank you!

This message was delivered on behalf of the Public Schools.

Please do not reply to this email. This messenger mailbox is not monitored.

To view the details of the households food service activity, select the **View Details** link. A separate window will appear to display the account activity details, including deposits and meal item purchases.

This information is also available through the [Food Service](#) tool of the Portal Index.

This screen will differ depending on the type of Food Service account setup for the household (i.e., family or individual).

Optional Fee Payments

Optional fees are fees than can be paid that are not assigned for payment by the school. This could be things like parking stickers, donations to the school, school supplies, etc. These optional fees display in a dropdown list, allowing you to select the desired fee and make the payment yourself.

- Both students and parents can select and make payments for these optional fees.
- Optional fees display in alphabetical order.
- If a student has multiple active enrollments, the name of the school displays after the fee name.
- If a fee has a variable amount due, like a donation fee, the due date displays as the current date and you can enter any amount in the Payment field, up to seven characters (99999.99).
- An optional fee can be removed (click the X) once selected as long as a payment has not been made against it.
- Payments must be made or a fee must be removed before progressing to the Payment Type screen.

Payments

Accepted Payment Methods     Payment History

Minimum payment amount is \$5.00
 Robbinsdale Area Schools has decided to provide an onLine payment option for certain athletic activities. Your participation and feedback are appreciated.

Student	Fee	Due Date	Due	Payment
Student, Andrew M	Course fee	04/14/2014	\$10.00	\$ <input type="text"/>
	CHS Cap & Gown	04/15/2014	\$25.00	\$ <input type="text"/>
	CHS Happenings Book	04/16/2014	\$30.00	\$ <input type="text"/>
	X CHS Happenings Book <input type="text" value="Optional Items"/>	07/17/2014	Enter Payment	\$ <input type="text" value="30.00"/>

Optional Items

- Optional Items
- CHS Happenings Book
- CHS Supplies
- School Donation \$5.00

? Convenience Fee: \$

Total: \$

Continue

Optional Fee Selection

Completing the payment transaction is the same as making a payment for a school-assigned fee. Select the fee to pay, enter the amount being paid and click the Continue button.

If a school has not marked any fee as optional, a note displays indicating this when hovering over the Optional Items dropdown list.

Payments

Accepted Payment Methods    

Minimum payment amount is \$5.00
 Robbinsdale Area Schools has decided to provide an onLine payment option for certain athletic activities. Your participation and feedback are appreciated.

[Payment History](#)

Student	Fee	Due Date	Due	Payment
Student, Jacob C	<div style="border: 1px solid red; padding: 5px;"> Optional Items <input type="button" value="v"/> Student's school does not have any optional fees. </div>			? Convenience Fee: \$ 1.00 Total: \$ <input type="text"/> <input type="button" value="Continue"/>

Display of No Optional Fees Marked

Printing Account Details

To generate a PDF of Food Service account activity, select the **Print** button.

Food Service Account Statement for Coco Young Generated on 05/06/2010 02:59:13 PM

09-10 • WILLMAR
 611 5TH STREET SW, WILLMAR MN 56201-3297

Transaction Summary for Coco Young

Balance as of 04/01/2010	Debit	Credit	Transfer	Deposit	Balance as of 04/30/2010
\$0.00	\$5.20	\$71.00	\$50.00	\$117.34	\$233.14

Transaction Detail for Coco Young

Transaction Time	Post Time	Patron Name	Category	Item	#	Debit	Credit	
1. 04/06/2010 13:04	04/06/2010 13:07	Young, Coco	*Deposit VISA	CC #0026 (Amount: \$10.00)			\$5.99	
04/06/2010 13:04		Voided Transaction						
2. 04/06/2010 13:10	04/06/2010 13:14	Young, Coco	*Deposit MASTERCARD	CC #1732 (Amount: \$4.00)			\$2.00	
3. 04/06/2010 13:15	04/06/2010 13:19	Young, Coco	*Deposit DISCOVER	CC #0009 (Amount: \$3.00)			\$3.00	
4. 04/06/2010 13:16	04/06/2010 13:20	Young, Coco	*Deposit Online Checking	(Amount: \$5.00)			\$4.00	
5. 04/06/2010 13:17	04/06/2010 13:21	Young, Coco	*Deposit Online Savings	(Amount: \$10.00)			\$5.00	
6. 04/06/2010 00:00	04/06/2010 13:40	Young, Coco	*Deposit cash deposit POSDeposit	Cash (Amount: \$40.00)			\$20.00	
7. 04/06/2010 00:00	04/06/2010 14:19	Young, Coco	*Deposit	Check# 6543 (Amount: \$10.00)			\$5.00	
8. 04/06/2010 00:00	04/06/2010 14:23	Young, Coco	*Deposit In office CC payment	CC #9875 (Amount: \$10.00)			\$5.00	
9. 04/06/2010 15:54	04/06/2010 16:54	Young, Coco	Ala Carte	Hamburger	1	\$4.50		
04/06/2010 15:54		Voided Transaction						
10. 04/06/2010 00:00	04/06/2010 17:29	Young, Coco	Cons Credit Card Payment	0.75 CC # 134	1	\$0.75	\$10.00	
11. 04/06/2010 00:00	04/06/2010 17:29	Young, Coco	Cons Check Payment	0.75 Check # 65542	1	\$0.75	\$5.00	
12. 04/06/2010 00:00	04/06/2010 17:30	Young, Coco	Cons Cash Payment	0.75	1	\$0.75	\$6.00	
13. 04/07/2010 16:53	04/07/2010 16:56	Young, Coco	Breakfast Meal	Brkfst Meal (Sec)	1	\$1.10		
14. 04/08/2010 00:00	04/08/2010 12:59	Young, Coco	*Deposit testing	Cash (Amount: \$100.00)			\$50.00	
04/08/2010 00:00		Voided Transaction						
16. 04/08/2010 14:22	04/08/2010 14:29	Young, Coco	Breakfast Meal Ala Carte	Brkfst Meal (Sec) Biscuit	1 1	\$4.40 \$0.36		
04/08/2010 14:22		Voided Transaction						
18. 04/22/2010 10:20	04/27/2010 13:38	Young, Coco	Ala Carte Ala Carte	Pop Tart Pop Tart	1 1	\$0.75 \$0.75		
17. 04/22/2010 12:20	04/27/2010 16:10	Young, Coco	Deposit Admin Aq/ust - Deposit	CC # 3480190580			\$50.00	
18. 04/28/2010 10:50	04/28/2010 10:55	Administrator, System	Transfer to Account#4115 (Peterson, Coco)				\$50.00	
04/28/2010 10:50		Voided Transaction						
19. 04/28/2010 14:43	04/28/2010 14:48	Administrator, System	Transfer from Account#4115 (Peterson, Coco)				\$50.00	
20. 04/28/2010 17:27	04/28/2010 17:32	Young, Coco	Ala Carte	Snack	1	\$0.36		
21. 04/29/2010 09:00	04/29/2010 09:20	Young, Coco	*Deposit	Cash (Amount: \$100.00)			\$33.34	
22. 04/30/2010 00:00	04/30/2010 17:04	Young, Coco	*Deposit	Cash (Amount: \$100.00)			\$40.00	
23. 04/30/2010 00:00	04/30/2010 17:05	Young, Coco	*Deposit	CC #123 (Amount: \$50.00)			\$30.00	
04/30/2010 00:00		Voided Transaction						
Total Debits/Credits							\$6.20	\$238.34