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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:

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.

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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

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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.
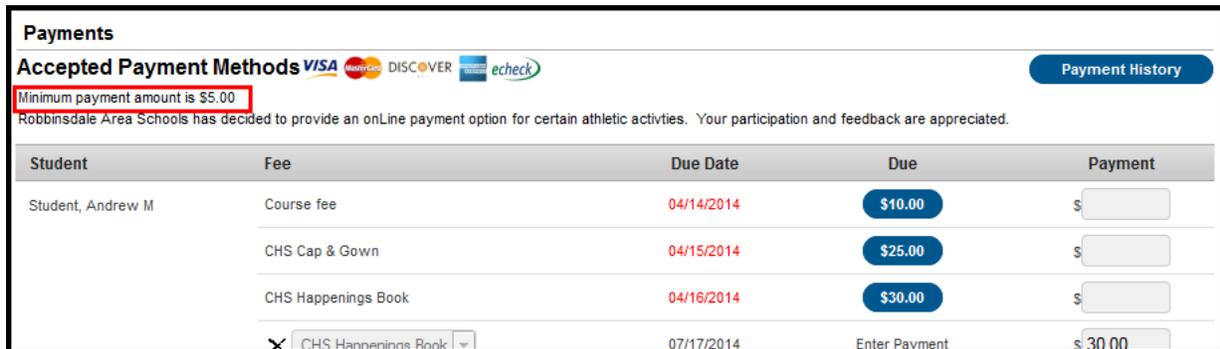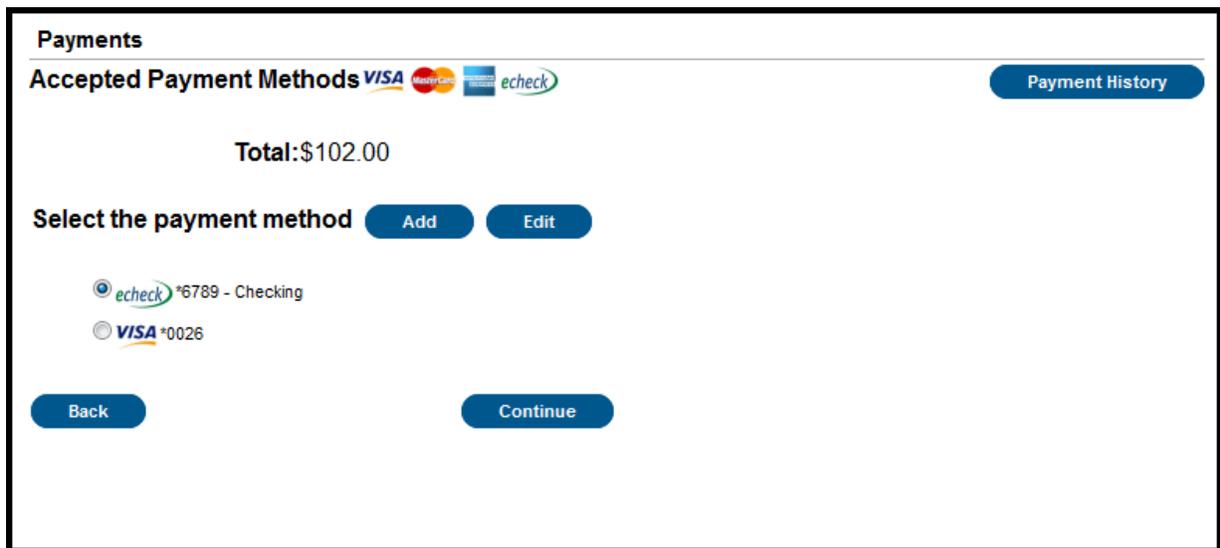

Image 3: Minimum Payment Amount

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:

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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.

Online Payment Receipt

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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.

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.

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Display of No Optional Fees Marked

Printing Account Details

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

Account Print Information

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