Making a Payment for the First Time

Before a user can make an online payment, a payment method must be established. Users have the option to pay by credit card, checking account, or by writing a check and mailing it to the District Office.

Step 1: Registering Your Card

1. Click on the **Payments** tab in the navigation section in Parent Portal.
The online payment editor will appear, displaying outstanding fees for all students within the household.
2. Enter the fee payment amount in each of the **Payment** fields, or click the amount of the fee shown in the **Due** column to auto-fill the full fee amount due.
3. Click **Continue** to proceed to the Select Payment Method screen.

4. To add your credit card or Echeck information, click on the **Add** button and walk through the easy steps to register your credit card or checking account.

| Echeck | Credit Card |

Once all of your information is entered, click the **Save** icon. If the **information** is incorrect, the field will highlight in red and a red exclamation point will appear. Selecting the red exclamation point will generate a separate window describing the error that has occurred. Once correct information has been entered, select the

Save icon. Once this step has been completed, the method of payment is now established and may be used for transactions or school fee payments. This is a ONE TIME ONLY step.
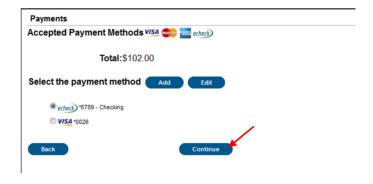
If you need to update your information at any time, click on Edit next to the Select the Payment Method and update your information.

Step 2. Processing Payment
To actually pay the fees, review the total amount that is listed at the top of the page. A non-refundable Convenience Fee of $3.50 will be applied per transaction.

1. Click **Continue** to proceed to the Payment Method screen.

2. A confirmation screen will be displayed. Review the payment information again to ensure accuracy. If you would like a receipt, enter the email address where the receipt should be sent in the **receipt email address** field. To exit without making the transaction, click **Back/Cancel**.
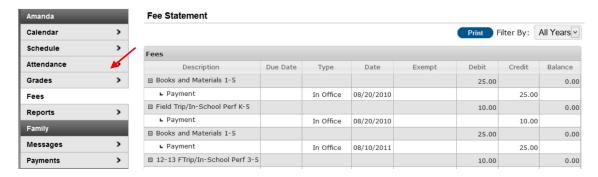

3. Otherwise, click **Make Payments** to process the fees payment. When the transaction has been processed, the Payment Receipt screen will display.

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.

4. To print a copy of the receipt, click **Print** in the lower right side of the screen. To return to the main payment screen, click **Back To Payments**.

3. 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.

Amanda

Calendar	>
Schedule	>
Attendance	
Grades	>
Fees	
Reports	>
Family	
Messages	>
Payments	>

Fee Statement

Print   Filter By: All Years

Fees

Description	Due Date	Type	Date	Exempt	Debit	Credit	Balance
⊟ Books and Materials 1-5					25.00		0.00
↳ Payment		In Office	08/20/2010			25.00	
⊟ Field Trip/In-School Perf K-5					10.00		0.00
↳ Payment		In Office	08/20/2010			10.00	
⊟ Books and Materials 1-5					25.00		0.00
↳ Payment		In Office	08/10/2011			25.00	
⊟ 12-13 FTrip/In-School Perf 3-5					10.00		0.00

Convenience Fees

A NON-REFUNDABLE convenience fee of $3.50 per transaction will apply to all online fee payments. Northbrook School District 27 does not collect any payment for the convenience fee. The convenience fee payments are distributed directly to the payment processing company.