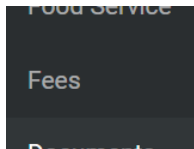


Instructions for parents to access the Campus Portal Fee Payment System

Fees are available on the Campus portal for parents to pay online with a credit card. School fees include iPad insurance, iPad repairs and other fees, library fees, school fees and music fees.

To start, login to the Campus Parent Portal at <https://campus.springlakeparkschools.org> using your assigned Spring Lake Park Schools username and password and then follow the instruction below.

1. From the main menu select “Fees.”



2. When you see the displayed fee screen, you will have an option to view the fees for each of your children and for each school year. You can also view the history and print reports from this screen.

Fees

0 Items in Cart \$0.00 [My Cart](#) [My Accounts](#)

Person: All School Year: 2018 - 2019 Type: Unpaid

Total Due: \$170.00

DESCRIPTION	DUE DATE	PERSON	FEE BALANCE
Prior Year Balance			160.00
# iPad Insurance	12/05/2018	Flint, Betty	10.00 Add to Cart
Subtotal			170.00

3. Locate the fee that you wish to pay and click on “Add to Cart.”
4. When you are done adding items to the cart, click on “My Cart.”

1 Items in Cart \$10.00 [My Cart](#) [My Accounts](#)

To make a one-time payment, click on Pay and enter your payment amount - minimum of \$10. To make a recurring payment, click on My Account.

FEE	NAME	AMOUNT
# iPad Insurance	Flint, Betty	\$10.00 Remove

Payment Method *
No payment methods available [Add Payment Method](#)


Subtotal: \$10.00
Service Fee:
Total: \$10.00

Email Address for Receipt

[Submit Payment](#) [Feedback](#)

5. Click on “Add Payment” if you don’t have a card on file.

Payment Method



Nickname

Card Number *

Card Expiration *

First Name *

Last Name *

Address *

Zip Code *

6. Once you have entered your payment method, click on the “Save” button. Then, enter an email address and click on “Submit Payment.”