

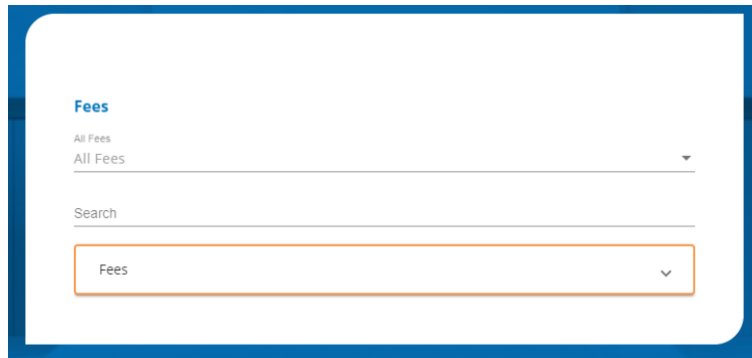
Fee Payment



If your school district is not using the fees module you will not see this feature. All fees are set and maintained by your school district. If you do not see a certain fee in your PaySchools Central account, please contact your school district.

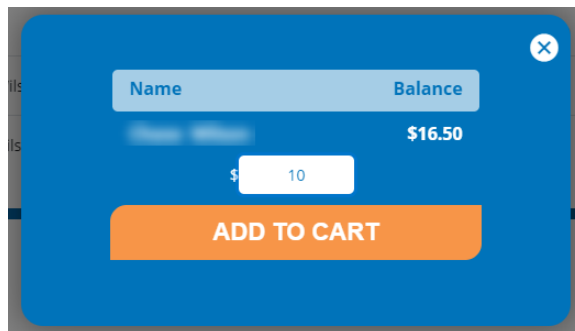
You may or may not have the ability to adjust the amount to pay. Your district determines whether you can pay in installments or not. If you have any questions about your fees, please contact your school directly.

One-Time Fee Payment

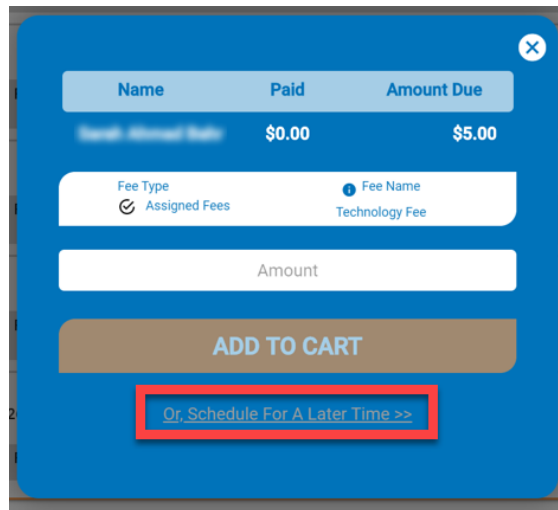
- 1) To make a one-type fee payment, go to the Dashboard and scroll down to the Fees card.



- 2) In this card, you can either find a fee in the orange box, search for a fee in the Search bar or use the pre-set drop-down filters.
- 3) To add a fee to your cart, click the  icon next to the fee, enter in the amount you wish to pay, and click .



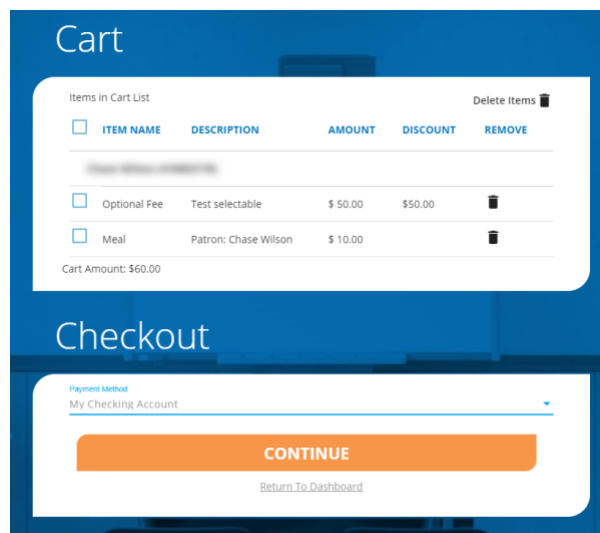
- 4) If you would like to schedule this payment for a later date, click [Or, Schedule For A Later Time >>](#). To learn how to schedule a fee, see the [Schedule One or More Fee Payments](#) section of this guide.



- 5) You will now see a blue circle in the upper right-hand corner of your screen where your cart is. The blue circle indicates there are items in your cart and the number indicates the number of items.




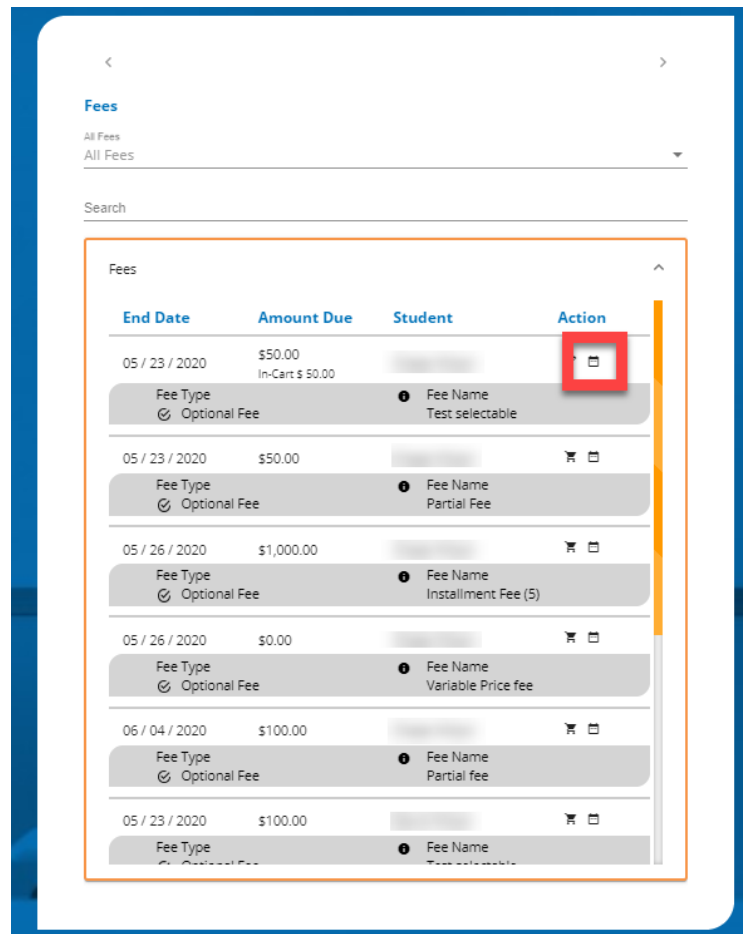
- 6) Click on the white cart icon and review the items in your cart in case you need to make any changes. Select your payment method and click [CONTINUE](#).



- 7) After completing your purchase, you will receive an email with a receipt listing the item(s) and transaction amount. You can also view your payment history by opening the Menu and clicking the [Payment History](#) option.

Schedule One or More Fee Payments

- 1) To help you avoid missing important fee payment due dates, PaySchools Central allows you to schedule and automate fee payments.
- 2) To schedule one or more future payments, find your fee in the Fees card and click on the  icon to the right of the fee you wish to schedule.



- 3) Select the date you wish to pay the fee as well as the amount to pay.