

## How to Pay Tuition On-line

- Go to [www.ccsd.edu](http://www.ccsd.edu) and select *Parents* on the menu bar
- Select *On-line Payments*
- Select *CCSD Childcare Center*
- Click *Browse All Items* button
- Set Filter category on the left side to *Childcare*
- Choose the appropriate *age level* and either *monthly or daily fee*

If you are part-time, you will need to know the amount of days for which you will be paying for the month.

**Do not try to select a student or add a student. We do not assign our students ID #s. You will check out as a guest.**

- After you see the correct age and amount indicated, click *Add To Basket*
- To pay, click the shopping cart icon in the top right corner.
- You will be prompted to Log in. **Do not Log in or Sign Up.** Even if you have older children and already have an account, check out as a guest.
- Choose *continue without creating an account*
- Now, enter your name, email address, and payment information
- Click *Place Order* and you are **DONE!**

I will receive an email from the system indicating your payment. No further action is required.

This is tricky the first time you do it. Then, like so many other things in life, it's quick and easy.