Payment Instructions for the Hewlett-Woodmere Web Store

1. Visit the school website at **http://www.hewlett-woodmere.net** and select **Online Payments**

2. Select **Lunch Payments, Registrations, or Student Fees**

3. To check your Food Service balance and add money to your account, click on the **Lunch Payments** button
   a. Enter your student's **Last Name** and **Student ID** in the spaces provided and click **Continue**
   b. View your student's balance and enter the **amount** you would like to add to your account in the space provided
   c. Click **"Buy Now"**

4. **To Add Additional Fees**, (Optional) please select **Continue Shopping** at the shopping cart page.

5. To pay for school fees click on **Student Fees**

   a. Enter your Infinite Campus Portal **User Name** and **Password** in the spaces provided and click **Next Page**
   b. Select the **fees** you would like to make a payment for and click **Next Page**

6. **To Add Additional Fees**, (Optional) please select **Continue Shopping** at the shopping cart page.

7. To pay and Register for Adult Education select **Registrations**

   a. Select a **Program**

   b. Find the class you would like to sign up for and click on the **Class Number or Name**

   c. Click on the **Click Here to Register** link
   d. After creating or logging into an account, **add a participant**

   e. Answer the required questions and/or enter the required information

8. Continue to add fees to your cart (Optional)

9. **Confirm** your **payment choices** and click **Go to Checkout**

10. If a **new customer,** select "**I am a new customer**"

    a. Enter your **email address**

    b. Click **Sign in**

11. Enter your **billing information** and **create a password** (if required)

12. Enter your **payment information**

13. Verify information for accuracy and select **Complete Order**

14. Payment will be processed and **Receipt** can be viewed and printed.