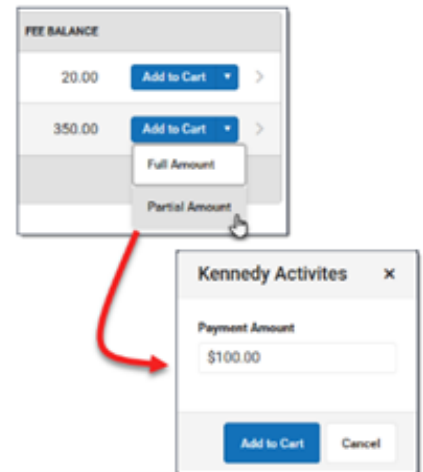
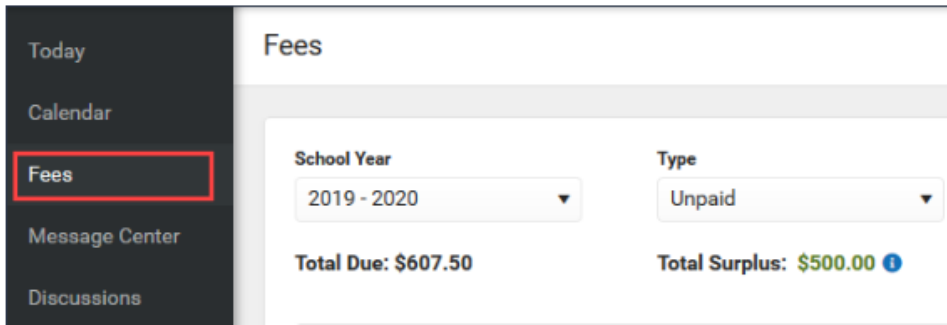


Fees/Food Service Online Payment

How to Pay Fees:

1. Select **Fees**. The Fees screen displays and automatically displays any **unpaid** fees for the **current** school year.



2. Select **Add to Cart** next to the Fee you want to pay.
*If the school allows you to partially pay a fee, click the arrow and select **Partial Amount**. Enter the amount you want to pay then click **Add to Cart**.*

- You can add additional Fees (Food Service & Optional Payments) before checking out.

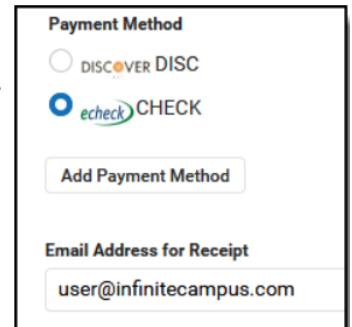
How to Add Money to Food Service Account:

- Select the **Food Service** tool in the outline on the left.
- Click **Pay**.
- Enter the amount you want to add in the **Amount** field.
- Click **Add to Cart**

How to Pay Optional Fees:

- Select **My Accounts** from My Fees or My Food Service
- Click **Optional Payments**.
- Click **Add to Cart** next to the fee you want to pay.

3. Select **My Cart**
 - The **Checkout** screen displays. All items added to your cart display.
 - You can click the **Remove** button if you do not want to pay for an item at this time.
4. Select the **Payment Method** you want to use and enter an optional **Email Address for Receipt**.
 - Click the **Add Payment Method** button if the card or account you want to use is not set up. This option allows you to enter a new Payment Method then returns you to the Payment Method screen



5. Select **Submit Payment**
 A confirmation message displays. Click **OK**. The Receipt screen displays. Click the **Print** button to get a copy.

My Accounts

Tool where you can manage payment methods, select optional payments to pay, set up recurring payments, and view your payment history.

Payment Methods - Add a Credit/Debit Card
(Acceptable Credit Cards: Discover, Mastercard, Visa)

Recurring Payments

- Automatically Add Money to a Food Service Account
(Frequency Options: Monthly or Low Balance)
- Set up Recurring Payments for Fees (if allowed)

Payment History - View your Payment History

Optional Payments - Pay an Optional Fee