

# Purchase & Pay

- > Post-Secondary
- ✓ K-12

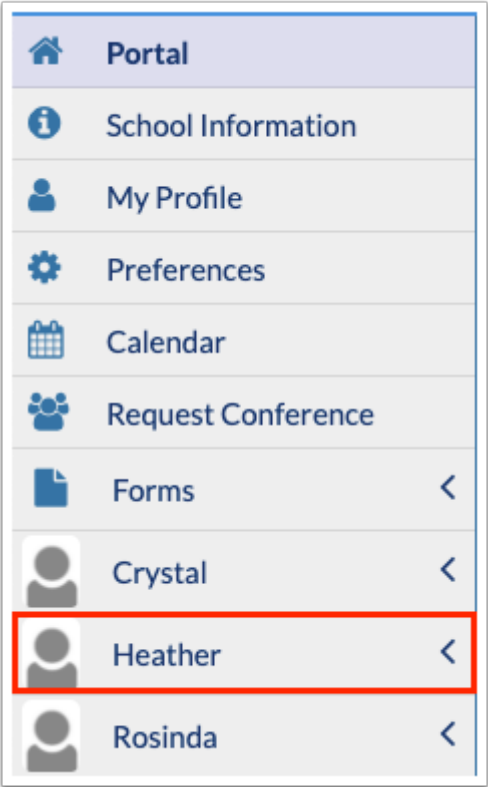
The Purchase & Pay screen allows parents to purchase items available at their students' schools, and pay for items for multiple students in one check out. Parents can also pay outstanding invoices from this screen.

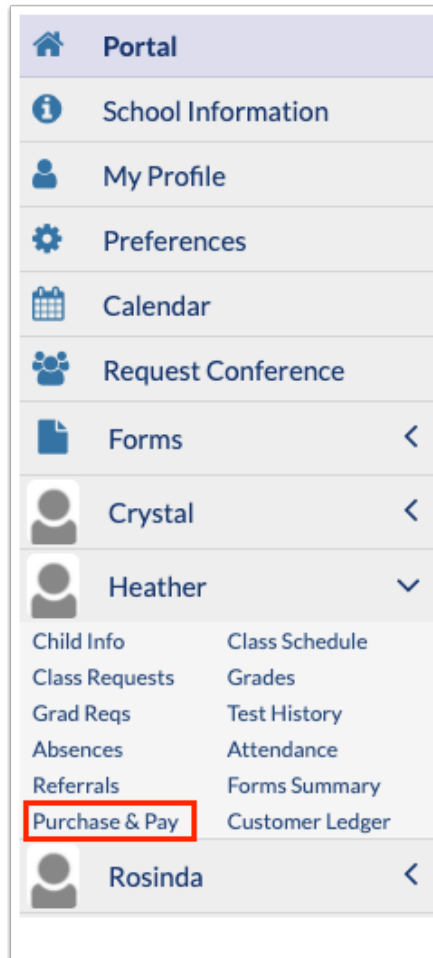
**i** The Customer Ledger screen can be used to view all of the billing transactions for the student, including payments and outstanding balances that are due.

✓ Purchasing Items for One or Multiple Students

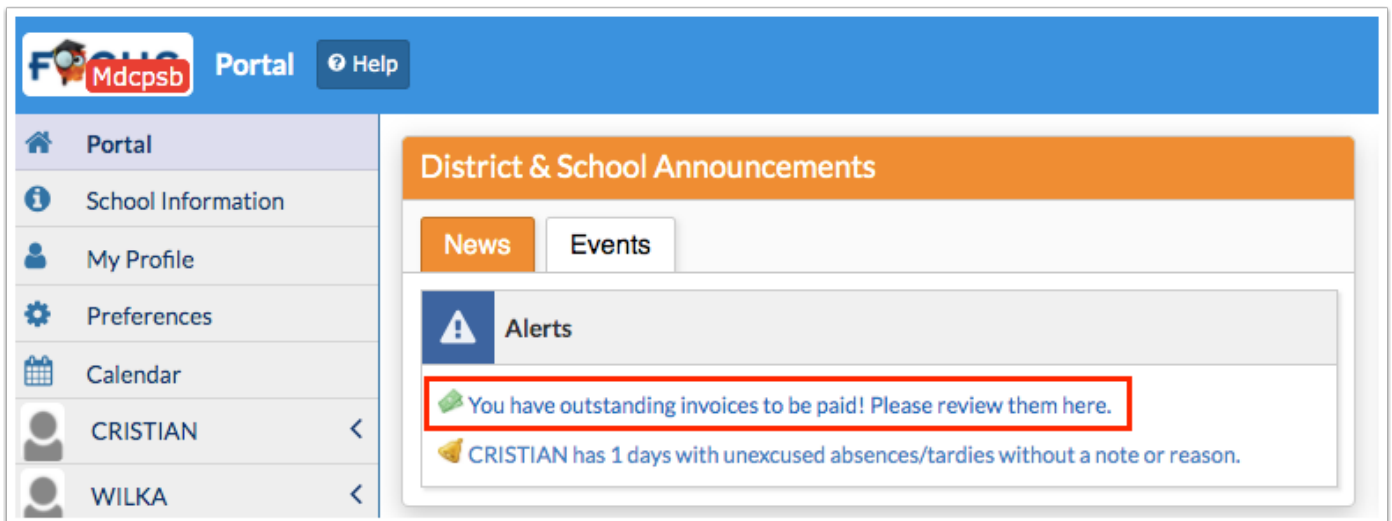
For each of your linked students, you can add items to the Shopping Cart. After adding items for one or multiple students to the Shopping Cart, you can check out and pay from one checkout screen.

1. On the left side of the screen, click the student.



**2. Click Purchase & Pay.**

If you have View access to Purchase & Pay, and the student has outstanding balances, a Portal Alert displays. Click the following portal alert, **You have an outstanding invoice to be paid! Please review them here** to automatically navigate to the Purchase & Pay screen. Note: If you do not have View access to Purchase & Pay/ Make a Payment, but you do have access to View Customer Ledger, click the alert will navigate to the [Customer Ledger](#) screen.



The items available for purchase at your student's school are listed.

Search

Empty Cart

Checkout0 items | \$0.00

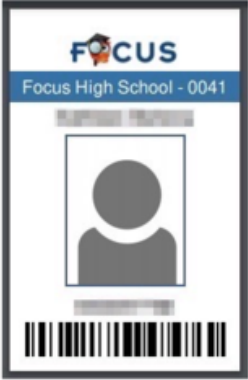
Keyword

Zipcode

Search...

Zipcode


Replacement Student or Staff ID Badge



\$10.00

+ Add to Cart

Student Parking Pass

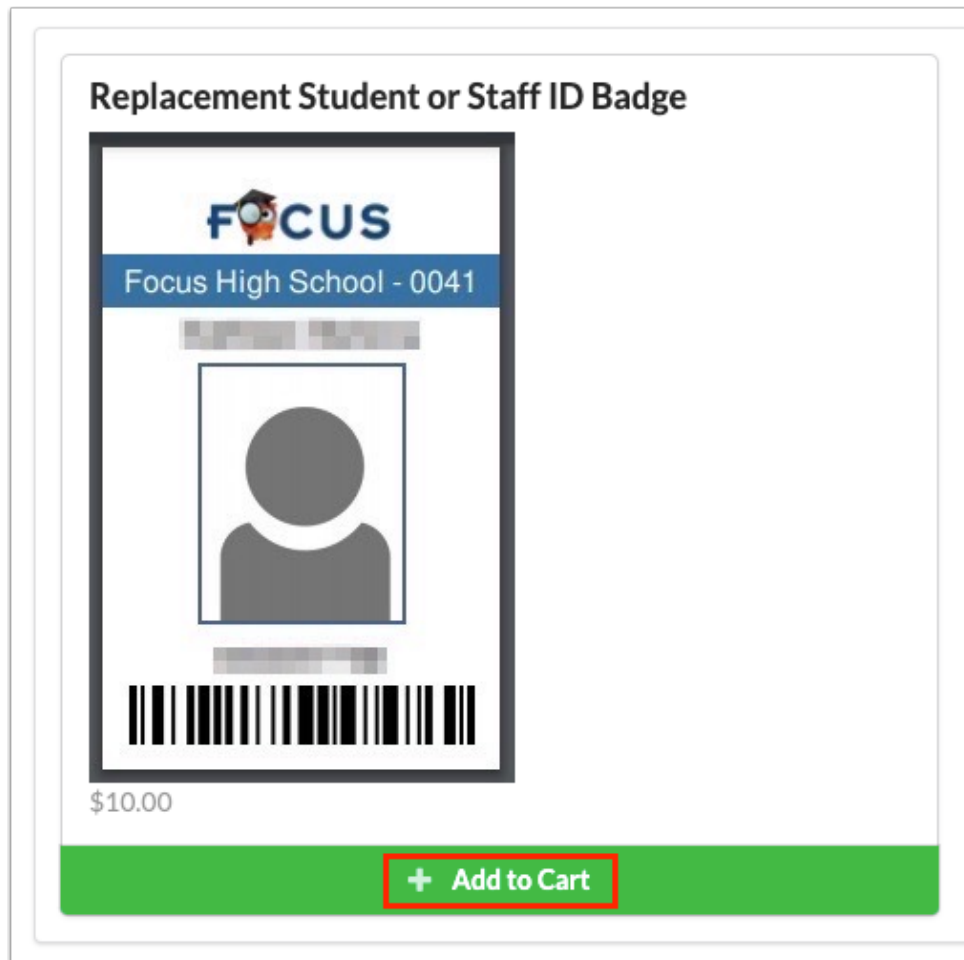


\$50.00

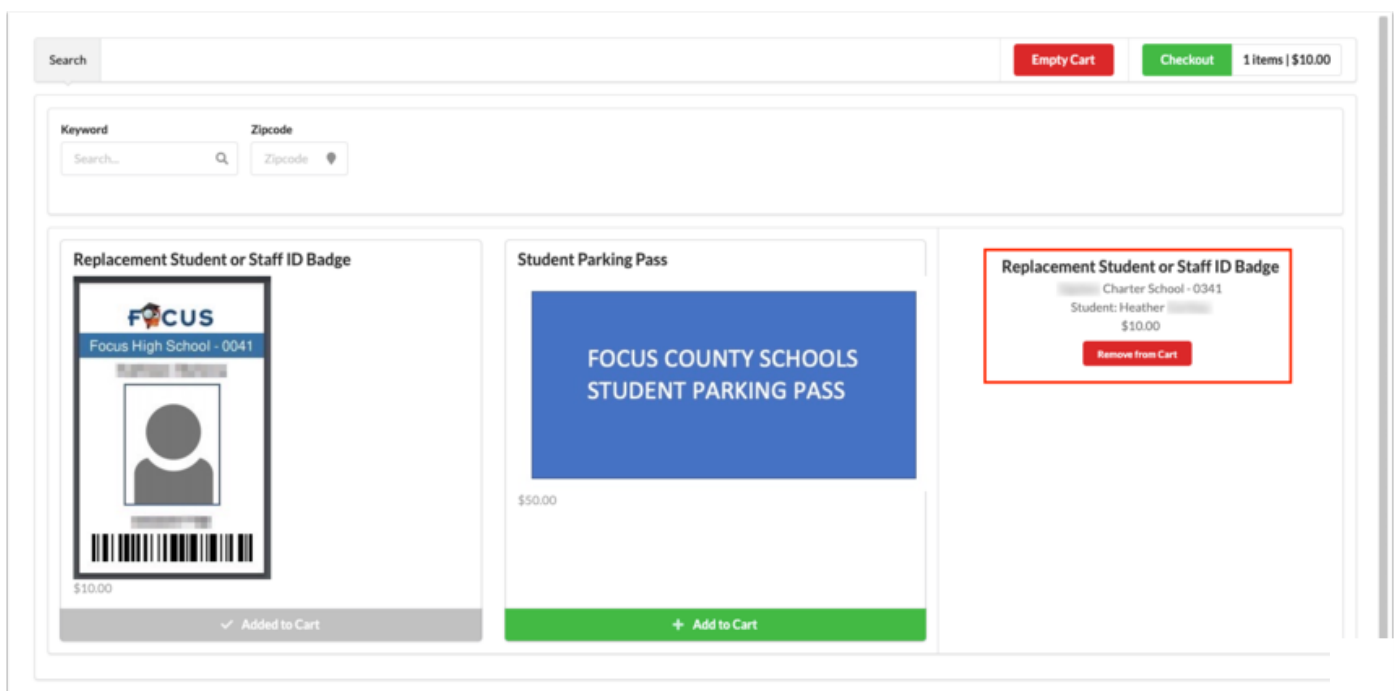
+ Add to Cart

No items yet.

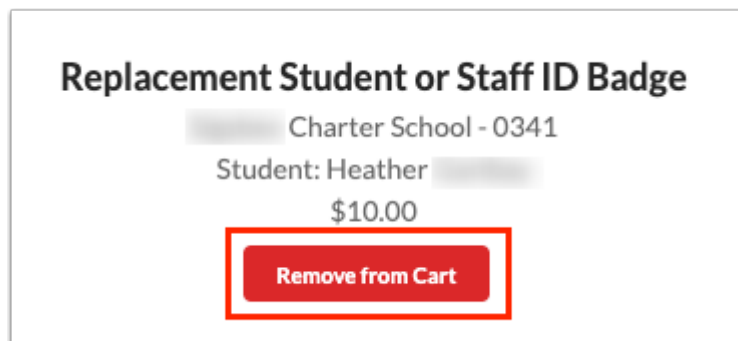
3. To add an item to your cart, click **+ Add to Cart** beneath the item.



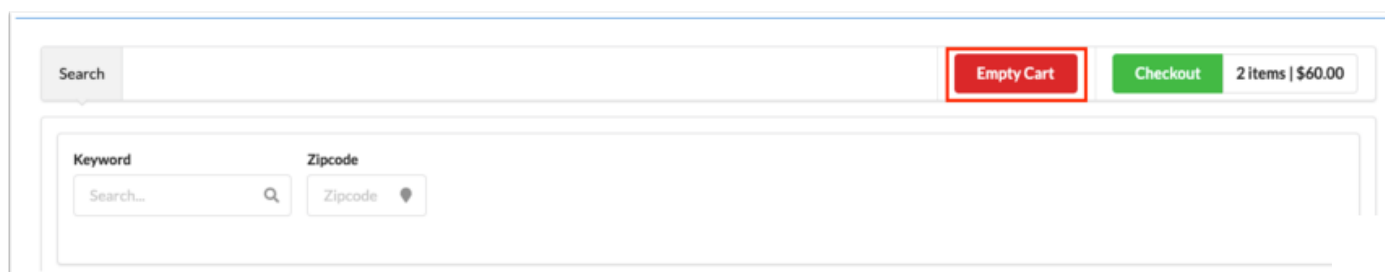
At the right side of the screen, the added item is displayed.



4. To remove an item from your cart, click **Remove from Cart** beneath the item.

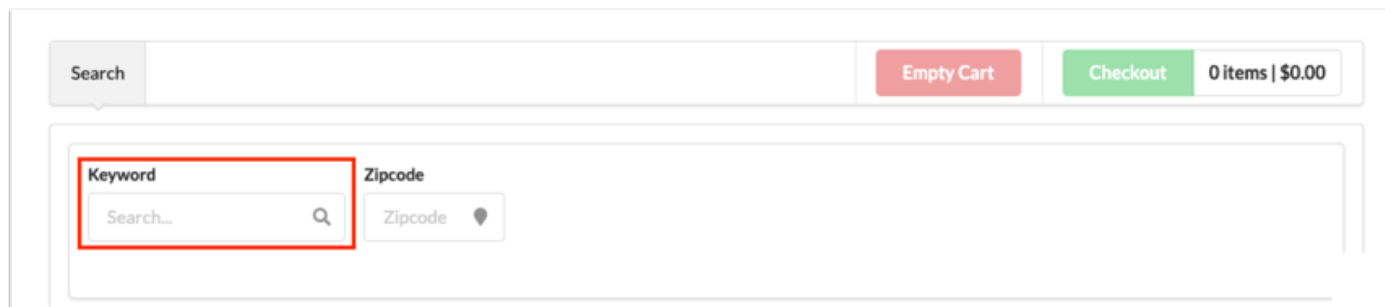


5. To remove all items from your cart, click **Empty Cart** at the top of the screen.

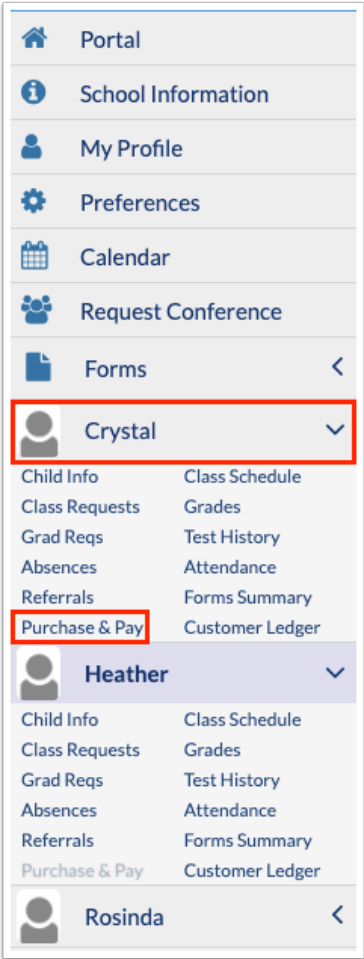


6. To search for a specific item, enter a keyword in the **Search** box.

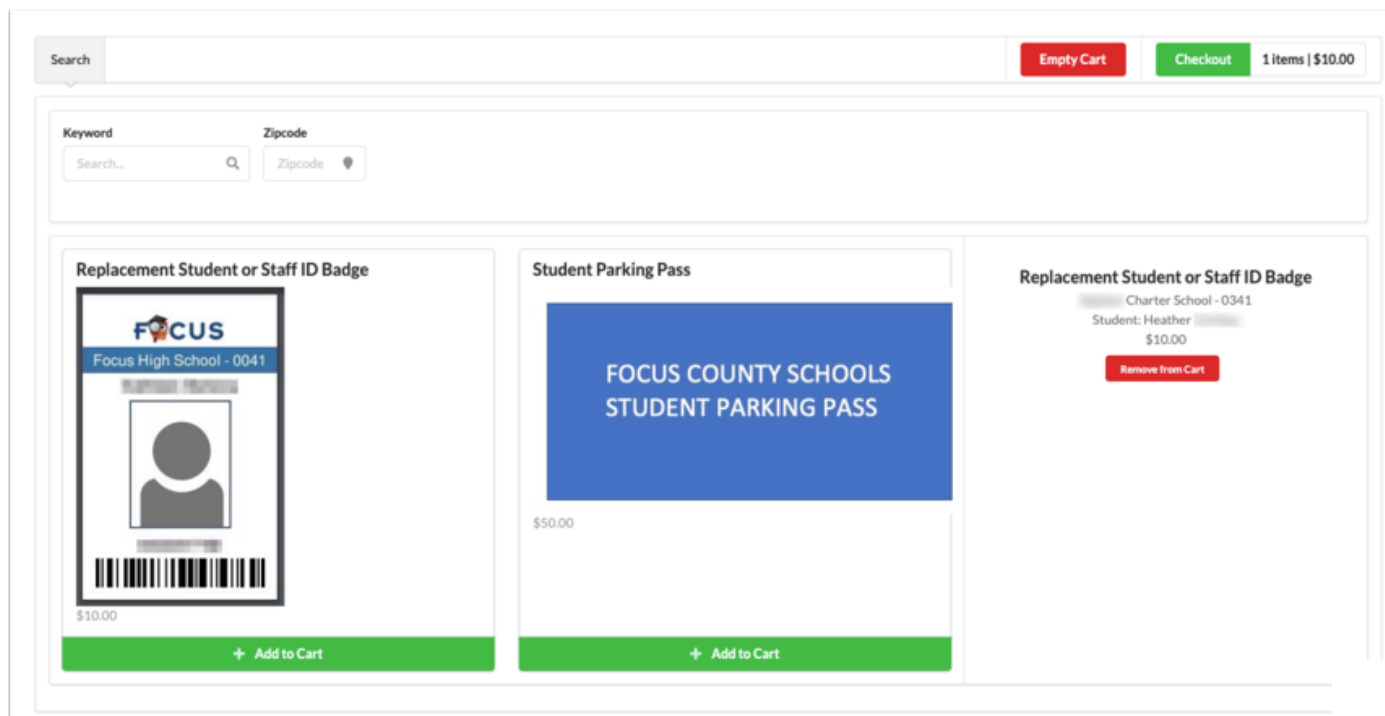
The products listed will filter based on the keyword entered.



7. To add items to your cart for a different student, click the student in the menu on the left side of the screen, and click **Purchase & Pay**.

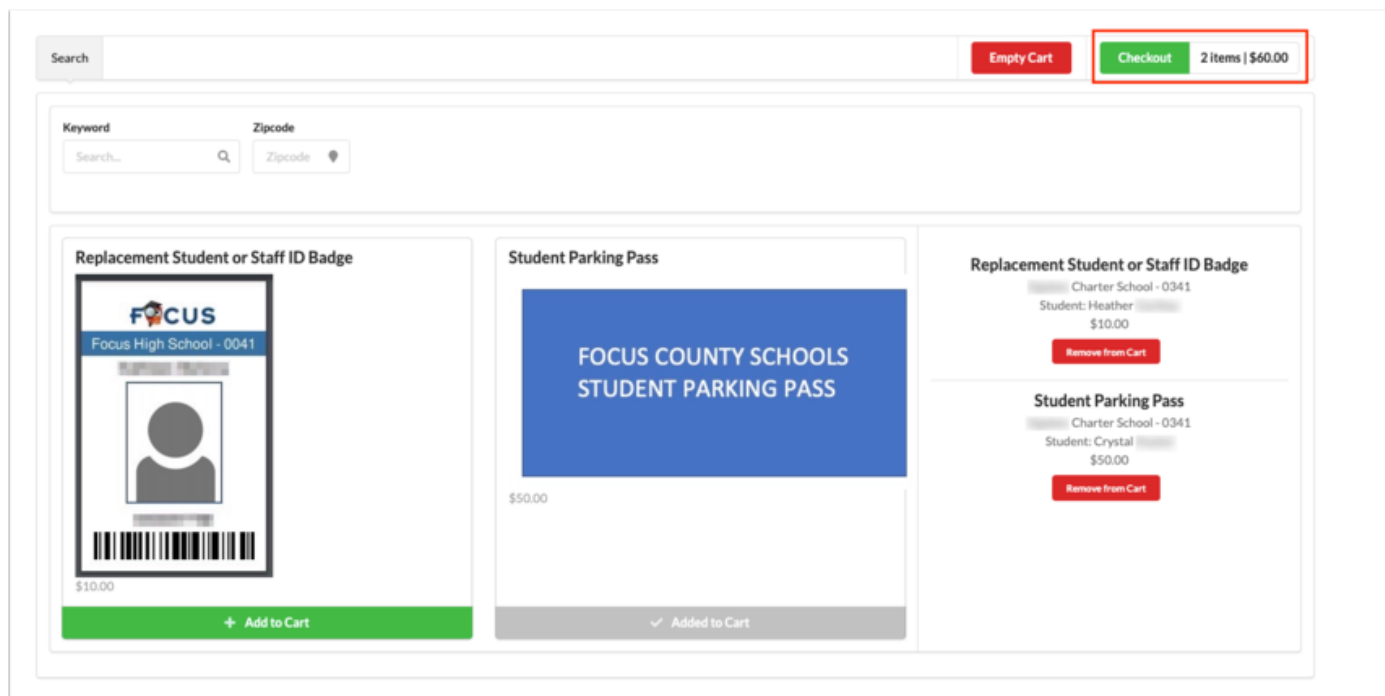


The Purchase & Pay screen is displayed for the other student. The item(s) you added to the cart for the previous student remain in the cart.



8. Continue to add items to the cart by clicking **+ Add to Cart** beneath the item.

At the top-right of the screen, the number of items and the cart total are updated as items are added to the cart.



9. When you are ready to check out, click **Checkout** at the top-right corner of the screen.

The screenshot shows the top navigation bar of the Purchase & Pay portal. It includes a search bar on the left, a red 'Empty Cart' button in the center, and a green 'Checkout' button on the right, which is highlighted with a red rectangular box. To the right of the 'Checkout' button is a cart summary showing '2 items | \$60.00'. Below the navigation bar is a section for keyword and zipcode search.

The summary screen displays all of the items in your cart.

**i** Your district may require you to pay any outstanding invoices when making new purchases. If you have outstanding invoices, you may see them listed here, along with the items you have selected to purchase.

10. If you have been provided a discount code, enter the code in the **Coupon Code** text box, then click **Apply Coupon**. Note: Codes are case sensitive and must be entered exactly as the original code when shared with you.

The screenshot shows the 'Purchase & Pay' summary screen. The top navigation bar includes the 'Writers02' logo, 'Purchase & Pay' text, a 'Help' button, and user information for 'Charlie Abe (Student)' at 'Focus High School - 0041' for the '2020-2021' school year. A left sidebar contains various navigation links. The main content area shows a list of items in the cart, including 'Parking' for Focus Elementary School. Below this, a section titled 'Please select the following unpaid invoices that you wish to pay at this time:' displays three columns of invoice information. At the bottom, there is a 'Discount10' text box and an 'Apply Coupon' button, both highlighted with a red rectangular box. To the right, the 'Sub-total: \$90.00' and 'Total to be collected: \$90.00' are shown, along with 'Cancel' and 'Continue' buttons.

Invoice #	Date	Unpaid Balance	Due Date	Customer
Invoice #826	04/30/2021 1:12pm	\$125.00	04/30/2021	Charlie Noel Abe
Donation	08/10/2021 12:00am	\$50.00	02/15/2022	Charlie Noel Abe
Invoice #840	11/03/2021 1:52am	\$150.00	02/15/2022	Charlie Noel Abe



Once the coupon is applied, the **Discount** total displays as well as the new Total to be collected.

Please select the following unpaid invoices that you wish to pay at this time:

<input type="checkbox"/> <b>Invoice #826</b> 04/30/2021 1:12pm Unpaid Balance: \$125.00 <b>Due Date: 04/30/2021</b> Invoice #: 826 Customer: Charlie Noel Abe <a href="#">More Details</a>	<input type="checkbox"/> <b>Donation</b> 08/10/2021 12:00am Unpaid Balance: \$50.00 <b>Due Date: 02/15/2022</b> Invoice #: Customer: Charlie Noel Abe <a href="#">More Details</a>	<input type="checkbox"/> <b>Invoice #840</b> 11/03/2021 1:52am Unpaid Balance: \$150.00 <b>Due Date: 02/15/2022</b> Invoice #: 840 Customer: Charlie Noel Abe <a href="#">More Details</a>
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Sub-total: \$90.00  
**Discount: \$9.00**  
Total to be collected: \$81.00

[Apply Coupon](#) [Cancel](#) [Continue](#)

**i** If the coupon is unable to be applied, an error message displays "That coupon is not valid."

11. Click **Continue**.

Search [Empty Cart](#) [Checkout](#) 2 items | \$60.00

Purchasing the following products:

**Student Parking Pass**  
Charter School - 0341  
Student: Crystal  
\$50.00

**Replacement Student or Staff ID Badge**  
Charter School - 0341  
Student: Heather  
\$10.00

Sub-total: \$60.00  
Total to be collected: \$60.00

[Cancel](#) [Continue](#)

**12. Enter your payment details and click **Complete Checkout**.**

Search

Empty Cart

Checkout 2 items | \$60.00

Secure Payment Form

Pay by Credit Card

\*\*\*\* \*  
FULL NAME

\*\*\*\* \*  
EXPIRATION DATE

First Name on Card \*

Last Name on Card \*

Card Number \*

Expiration \*

CVC \*

We accept: Visa, Mastercard

Sub-total: \$60.00

Total to be collected: \$60.00

Cancel

Complete Checkout

Your receipt will display.

➤ [Making a Donation](#)