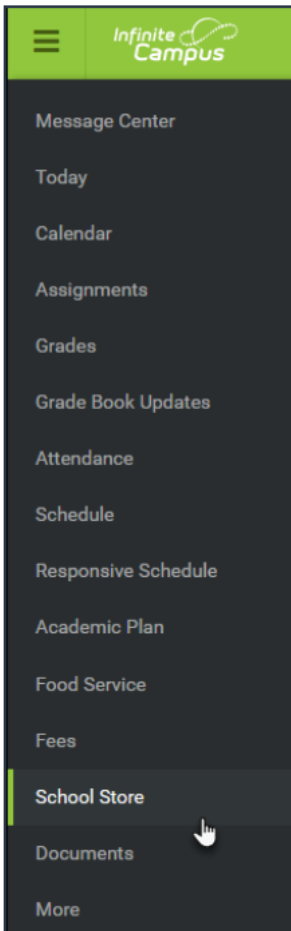


MAKING PAYMENTS IN THE PARENT PORTAL

A *guide* to help parents know where to navigate in the Willmar Public Schools Parent Portal for the different kinds of fees for students and how to make the payment.

Paying for **ATHLETIC & ACTIVITY FEES** has moved from **OPTIONAL FEES** to the **SCHOOL STORE** section.



How do I Pay a Fee in Parent Portal?

1. Select **Fee** from the appropriate section & enter \$ amount if needed
2. Select **Add to Cart** next to the Fee you want to pay
3. Repeat for each fee needed to pay
4. Select **My Cart**.
5. Select the **Payment Method** you want to use
6. Enter an **Email Address for Receipt** (*optional*).
7. Select **Submit Payment**.

Food Service: one time or reoccurring payments to your student's lunch account

Fees: Fees assigned by the schools to your student's account

School Store: Fees such as **athletics, activities**, seniors lunch tray, testing, etc

Where will staff see these new school store payments: **Census > Payments**. All payments made online will be on this tab. If a parent paid for FS, Fees assigned or optional fees that are now in the school store, will show up on the Payments tab.

All other fee payment types will be recorded and saved in the student (or census) Fees tab as they have always been in the past.

Census > Payments tab:

Payment Start Date

month/day/year hour: ...

Payment End Date

month/day/year hour: ...

Export

Select Columns:

Drag a column header and drop it here to group by that column

Payment Date	Item	Payment Reference Num...	Department	Location	Status	Amount
month/day/y ...						
04/08/2024 02:50 PM	SH ACT	p1_txn_66144a8ed528...	Fees	Online	Completed	10.00
09/27/2023 08:47 PM	SH Parking Fee	p1_txn_6514db4d19e5...	Fees	Online	Completed	100.00
09/08/2023 01:09 PM	SH GrIs Free Ath (each sport)	p1_txn_64fb637287b0...	Fees	Online	Completed	40.00

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1 - 13 of 13 items