NEW FAMILY PAYMENT DIRECTIONS

HOW TO PAY AN INVOICE

Your PlusPortals login will be active starting July 1.
Look out for an email on how to set up your account.
Until then, follow the directions below.

1

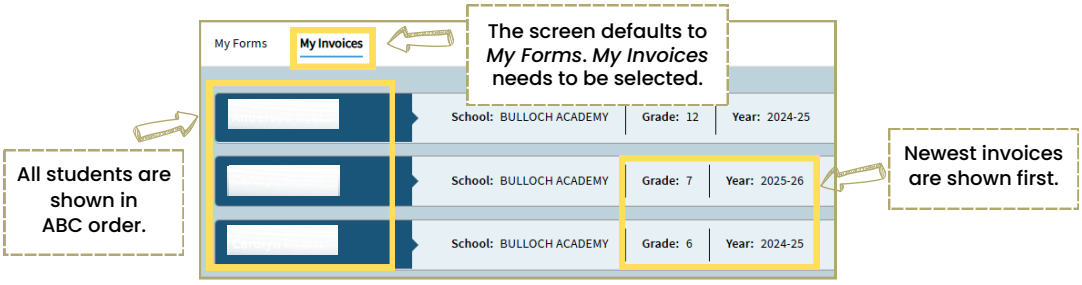
Access the Payment Site

- Click on the New Family Payment Directions form link from the email recieved.
  - **Note:** *Since PlusPortals in not yet active until the rollover to the new school year happens, you must use the direct link from the email rather than trying to log in through PlusPortals.*

2

Navigate to "My Invoices" Dashboard

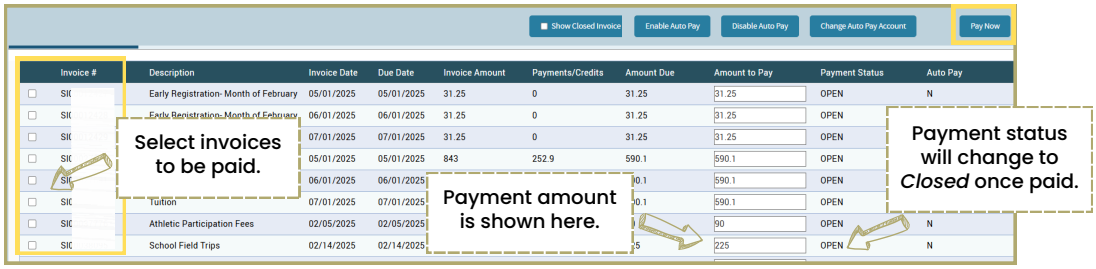
- Once logged in, the screen defaults to the "My Forms" tab.
- Click the "My Invoices" tab in the top navigation toolbar to view your balance.
  - Invoices are grouped by student.
    - *Older invoices are shown first.*



3

Select and Pay

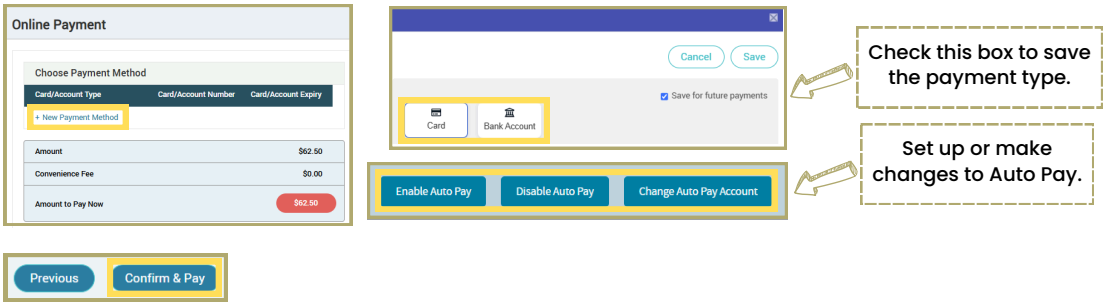
- Invoices are grouped by student.
  - You may select multiple invoices at one time.
- Select Pay Now



4

Choose Payment Method & Confirm

- Select "New Payment Method"
  - Enter your Credit/Debit Card or Bank Account (ACH) information.
- Optional: Check the box to "Save the payment type" for future use.
- Click "Confirm & Pay" to finalize. You will receive an email receipt immediately.



UPDATED: 5/15/26