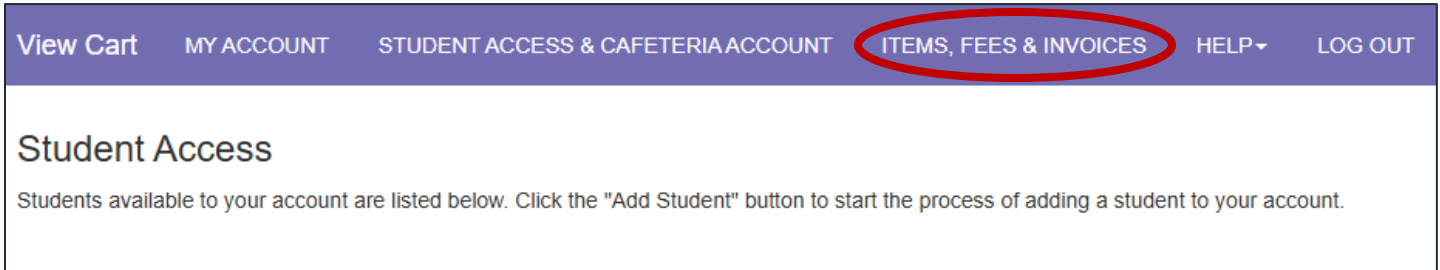
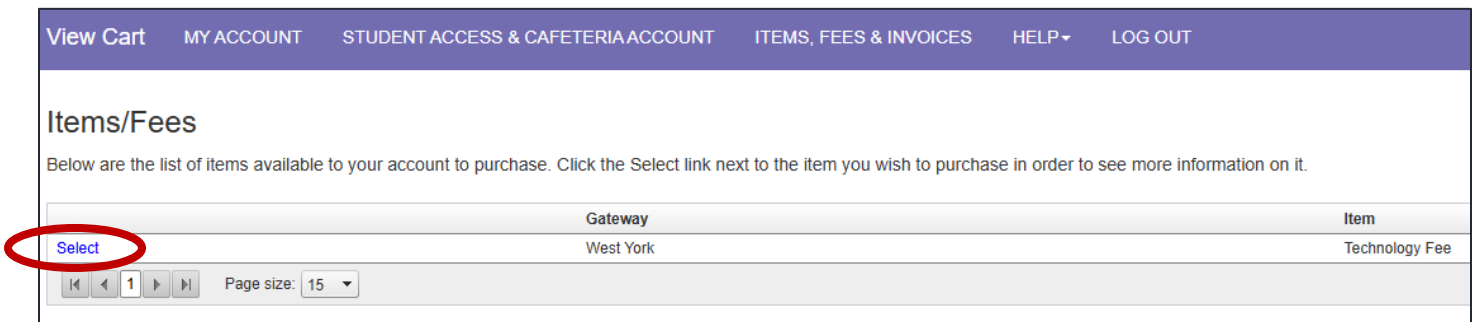


## School Payment Portal: Technology Fee Payment Instructions

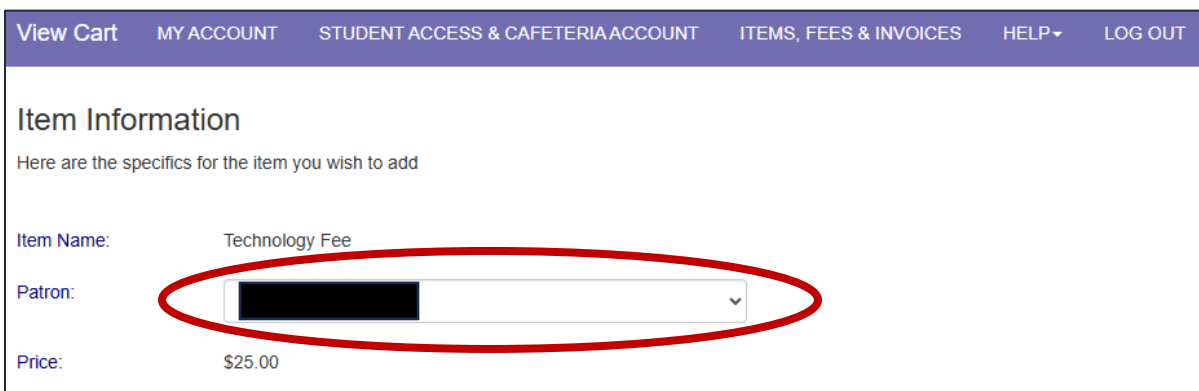
1. Log into the same **School Payment Portal** that you use to add money to your child's lunch account. The website is located here: <https://www.schoolpaymentportal.com/ConsumerLogin.aspx>
2. Once logged in, click on **"Items, Fees & Invoices"** in the top menu as circled in the picture below.



3. You will now see the **Technology Fee** option listed. Click on **"Select"** on the left-hand side as circled in the picture below.



4. In the **Item Information** screen, choose your child's name in the **Patron** drop down menu and then click **"Continue"** as pictured below.



5. Review the information on the page to make sure it is correct and click **"Add to Cart."** You will then click **"Checkout"** to complete payment.
6. If you have more children, click on the **Items, Fees & Invoices** link again at the top and re-do the process for your additional child(ren). Then once finished you can click on **"View Cart"** and checkout.
7. Once the payment is processed, you will see confirmation under the Fees section in your Sapphire Parent Portal account. Please allow 5-7 business days for the payment to be processed.