

Please follow the detailed instructions below to confirm your student's information and add the appropriate funds.

- Log into www.schoolpaymentportal.com.
- Enter the email address and password tied to your current account.
- Enter Zip Code 73134.
- Choose the appropriate division for each student: Preschool, Lower, Middle, or Upper School.
- Type in your child's last name and first name. Please use their full name that is in FACTS (for example, William not Will, etc.).
- Add your child's grade level, using the grade number only (1, 4, 10, etc.). For Preschool, use either PS or PK. For Kindergarten, use K.
- After each student entry, click ADD STUDENT.
 - *If your account is shown as non-existent, click [here](#), input your information with a note to ask for your account to be reactivated, and School Payment Portal will email you shortly.
- Please follow this procedure for every student in your family.
- After each student account is added, you will be able to deposit funds to each account.
- Please ensure you set up an account for each of your students.