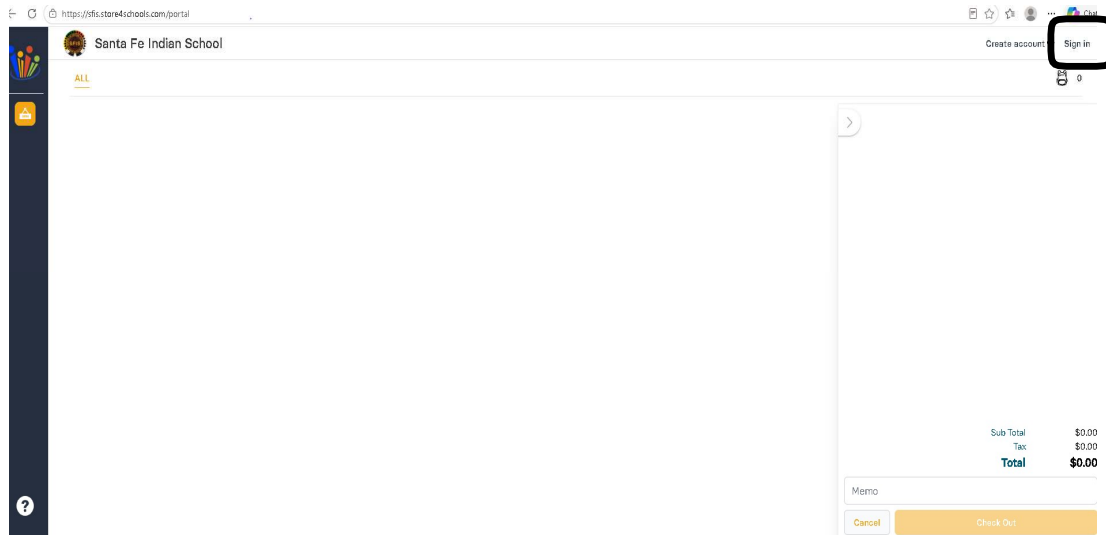


Portal Access:

To access your students SFIS account to pay for fees and upload credit for your student please go the following site:

SFIS.store4schools.com/portal

A screenshot of a "Log in" modal form. The modal has an orange header with the text "Log in" and a close button. Below the header, it says "Choose your login Type" and presents three options with icons: "Student" (a person in a hard hat), "Family" (a group of three people), and "Guest" (a person with glasses). Below these options are two input fields: "Email Address" and "Password". To the right of the "Password" field is a link that says "Forgot Password". At the bottom of the form are three buttons: "Register" (in orange), "Login" (in orange), and "Cancel" (in white).

Use the email address you provided to SFIS as contact information. Password will be your student's SFIS ID. If you have more than one student, use the SFIS ID for your youngest. If this doesn't work, use forgot password.

The screenshot shows a mobile application interface titled "Edit Account" at the top. Below the title is a horizontal menu with six items, each with a numbered circle above it: 1. User Login, 2. Students, 3. Student Account, 4. Student Account History, 5. Purchase History, and 6. Saved Payments. The "User Login" item is selected and highlighted with a light blue bar. Below the menu, the main content area is titled "Mom Star". Under this title, there are two sections: "Email" and "Update Password". The "Email" section has a text input field containing "Mom@heremail.com". The "Update Password" section has a text input field with the placeholder text "Enter New Password". To the right of the "Update Password" field is a grey button labeled "Update". At the bottom right of the screen are two buttons: "Cancel" and "Done".

- 1 **User Login:** Here you can update your email or password
- 2 **Students:** To add or remove connected students. =
- 3 **Student Account:** To update the student credit and alerts on student accounts.
- 4 **Student Account History:** View all student account purchases and money added to the student account. This will include the amount student owes the school for student fees, senior fees, cap & gown and any other fees owed. The fee will have a description.

5 **Purchase History:** View all transaction made by each student.

6 **Saved Payments:** Securely store your credit card details to reuse in the future and is used for auto replenish.

Students

Edit Account

User Login

Students

Student Account

Student Account History

Purchase History

ADD NEW STUDENT

Student First Name

Student First Name

Student Last Name

Student Last Name

Student ID

Student ID

Add Student

REGISTERED STUDENTS

ANGELA ABDEL-MALEK

Remove Student

CAROLINA AGUILAR

Remove Student

HEBER AGUILAR

Remove Student

1 **Add Student** – To add a new student to your account, enter the first, last and student ID number. This has to be an exact match to what the school has on file. Click Add Student and they will show up on the list below.

- 2 **Registered Students** – This list is all the students connected to your account. You can use the Remove Student but to disconnect any students from your account.

Students Account

Edit Account

User Login Students **Student Account** Student Account History Purchase History

ANGELA ABDEL-MALEK **CAROLINA AGUILAR** HEBER AGUILAR

Current Balance **\$5.00 Remaining** Add Credit

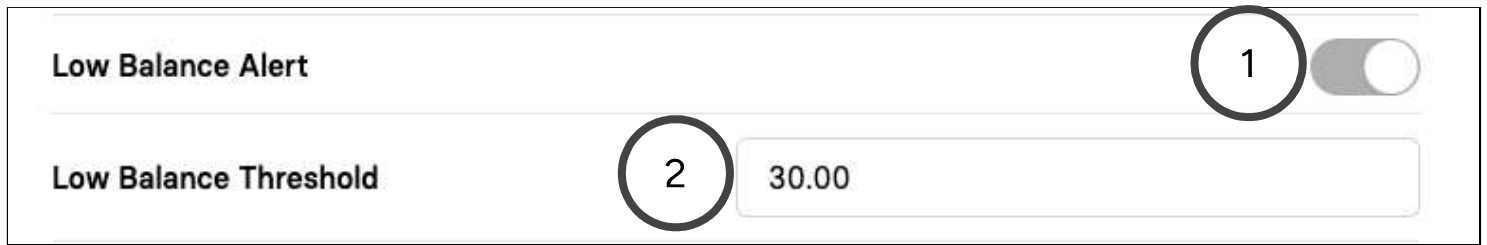
Low Balance Alert ☐

Low Balance Threshold 6.00 Update

Cancel Done

- 1 **Select Student** – Each student can have his or her own settings. Click on each student to see the current balance as well as update the settings below. .
- 2 **Credit** – This is the current amount of credit on the selected student account. To manually add credit, or pay for fees outstanding on your student accounts, click the add credit button.

Students Account - Low Balance



Low Balance Alert 1

Low Balance Threshold 2 30.00

1 Low Balance Alert – This feature is designed to automatically send email notification when student account drops below this amount. Turn the switch to on (orange) to get notifications.

2 Low Balance – When this setting is turned you will see an option to enter the threshold amount that will trigger an Email notification. When a students account crosses that threshold amount an email will be sent. No additional emails are sent for further purchases after the threshold is crossed.

Example:

A student has **\$35** and spends **\$10**, dropping the balance to **\$25**, which is below the **\$30** Threshold.
→ A low-balance email is sent.

If the student then spends another **\$2** before the account is replenished,
→ **No additional email** is sent.

Once the balance is replenished and goes **above** the Threshold again, the next time it drops below it,
→ A **new low-balance email** will be triggered.

Students Account - Auto Replenish

Saved Payments

To use this feature, you must have a stored credit card. This can be added under the Saved Payments tab.

*** Auto Replenish is only run once a day at 1:00 AM Pacific Time.**

The screenshot shows a settings panel for 'Auto Replenish'. At the top right is a toggle switch labeled '1'. Below it are two input fields: 'Auto Replenish Amount' with the value '10.00' (labeled '2') and 'Auto Replenish Threshold' with the value '50.00' (labeled '3'). An 'Update' button is located at the bottom right.

1 Auto Replenish – This feature is designed to automatically add credit to a student account once it drops below a set threshold. Turn the switch to on (orange) to see the Amount and Threshold settings.

2 Auto Replenish Amount – This is the amount of money that will be charged to your saved credit card and added to the selected student account.

Example:

Balance drops to **\$35** with a Threshold of **\$50** and a Replenish Amount of **\$10**.

Since \$10 isn't enough to reach \$50, the system adds **\$15** to reach the Threshold, then adds the **\$10** replenish.

Total added: \$25 → New balance: \$60

3 Auto Replenish Threshold – This is the trigger that the system looks at to see if more money is need for the student account.

Success Email

Error Processing Email

Auto Replenish — S4S ProPay Live

Ben S4S, your saved card was charged and funds were added to SERGIO ACOSTA's account.

Details

Added to student account:	\$1
Convenience fee:	\$0.33
Total charged:	\$1.33
New balance:	\$2

You can manage this in your parent portal [here](#).

Payment

Card:	XXXX-XXXX-XXXX-1004
Transaction ID:	1886813809
Date:	Nov-12-2025

Sincerely,
S4S ProPay Live

If you didn't expect this charge, please review your auto-replenish settings in the parent portal.

Students Account History

Edit Account

User Login

Students

Student Account

Student Account History

Purchase History

ANGELA ABDEL-MALEK

CAROLINA AGUILAR

HEBER AGUILAR

Credits	Debits	Balance
\$ 5.00	\$ 0.00	\$ 5.00

Credits for ANGELA ABDEL-MALEK

Date	Memo	Payment	Amount
07/30/2025	PBIS rewards	Cash	\$ 5.00
			\$ 5.00

Debits for ANGELA ABDEL-MALEK

Date	Product	Quantity	Price	Total
		0	Total:	\$ 0.00
				\$ 0.00

1

Select Student – Select the student to view their account history.

2

Credit – Total amount that has been added to the student account. **Debits** – Total amount that has been removed or spent from the student account. **Balance** – Current amount left on the student account.

3

Credits and Debits – This is the details for the Credits and Debits on that account.

Purchase History

Edit Account

User Login

Students

Student Account

Student Account History

Purchase History

ANGELA ABDEL-MALEK

CAROLINA AGUILAR

HEBER AGUILAR

Trans #	Date	Type	Product	Qty	Price	Total
			Prom (2 Students)	1	\$120.00	\$120.00
			Calculator	1	\$12.00	\$12.00
			Notebook	1	\$ 2.00	\$ 2.00
5	02-02-2025	Store Sale				\$134.00
			Yearbook	1	\$55.00	\$55.00
40	02-02-2025	Store Sale				\$55.00

- 1 **Select Student** – Select the student to view their account history.
- 2 **Table** – View all transaction details for each student.

Saved Payments

Edit Account

User Login

Students

Student Account

Student Account History

Purchase History

ANGELA ABDEL-MALEK

CAROLINA AGUILAR

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Trans #	Date	Type	Product	Qty	Price	Total
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5	02-02-2025	Store Sale				\$134.00
			Yearbook	1	\$55.00	\$55.00
40	02-02-2025	Store Sale				\$55.00

- 1
- Saved Credit Card** – Add a credit card to securely store on file. This credit card can be set to automatically replenish student account when it drops below a specified amount.

Making a Purchase

The screenshot shows a mobile application interface for a student's account. At the top, a header bar contains the student's name 'ERIN ACHEAMPONG' with a dropdown arrow (callout 1) and a profile picture. Below this, a row of buttons includes '100 Points1', 'Add Credit' (callout 2), and a shopping cart icon with the number '2'. The main content area features a 'Credit Card' dropdown menu (callout 3) and a list of items in the cart. One item is 'Yearbook' with a '100' icon, a price of '\$55.00', a quantity of '2', a total of '\$110.00', and a trash can icon. At the bottom, a 'Memo' text input field (callout 4) is positioned above 'Cancel' and 'Check Out' buttons. A summary table at the bottom right shows 'Sub Total' as '\$110.00', 'Tax' as '\$0.00', and 'Total' as '\$110.00'.

Item	Price	Quantity	Total
Yearbook	\$55.00	2	\$110.00
Sub Total			\$110.00
Tax			\$0.00
Total			\$110.00

- 1 Click the student name to change between students if you have access to multiple students.
- 2 If your school has spirit points turned on you will see the total points your child has in their account. If your school has student accounts turned on you will see either the balance or the **Add Credit** button. Clicking that will allow you to use your credit card to add money on to your student account.
- 3 When you add items to the cart, you can increase the quantity or remove the item from your cart by clicking on the trash can.

4

If you need to add a note before completing your transaction this is where that can be entered.