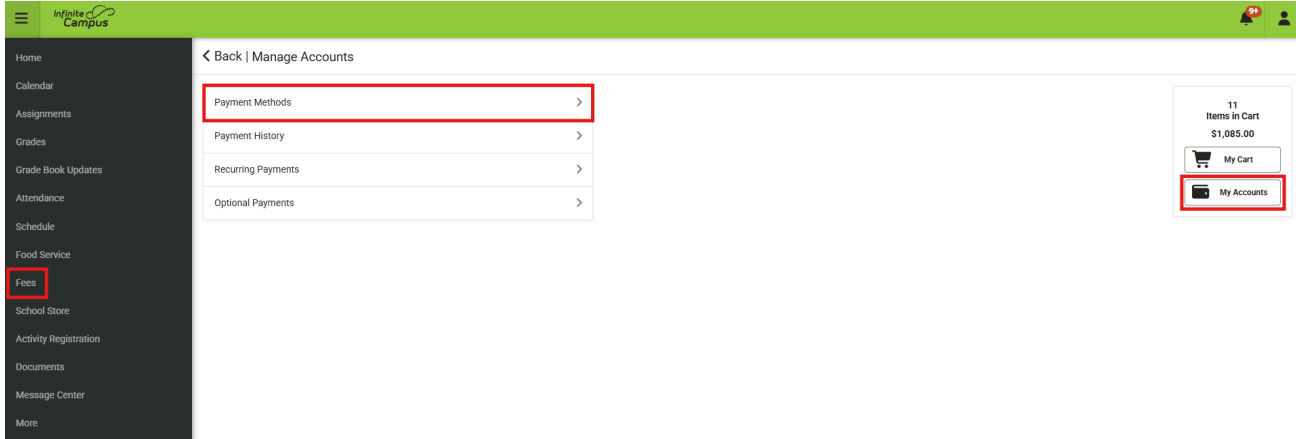


Adding & Removing Payment Methods

To find your current payment method(s):

1. Select “Fees” from the menu on the left-hand side of the screen.
2. Once on the Fees page, click the “My Accounts” button from the “Items in Cart” box.
3. On the “Manage Accounts” page, select “Payment Methods”.



To ADD a new Payment Method:

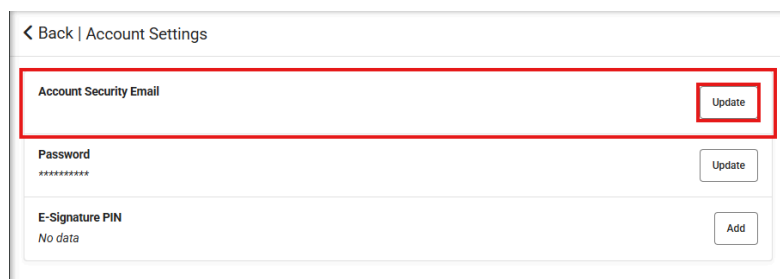
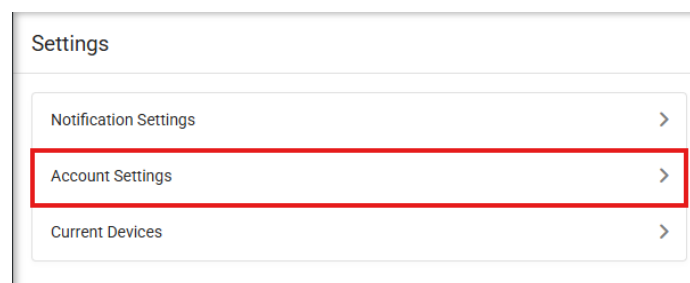
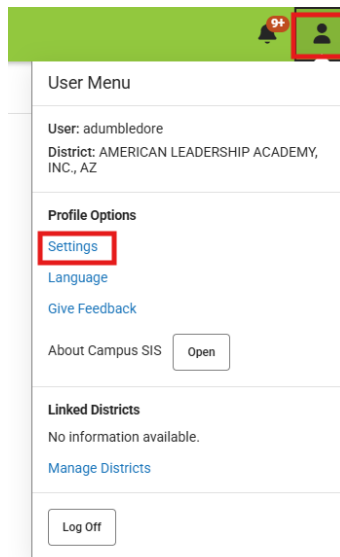
1. Select “New” on the bottom of the screen.
2. On the pop-out tab, select whether you are adding a card or bank account. Then, fill out all of the required fields and select “Save” on the pop-out tab.

The screenshot displays the 'Payment Method' form. The left sidebar shows 'Back | Payment Methods' and a message 'No payment methods available'. The main form area has a 'Payment Method' title and a section for 'Accepted Payment Methods' showing logos for VISA, MasterCard, DISCOVER, and American Express. Below this is a 'Nickname' field and a checkbox for 'Use as Default Payment Method:'. A blue bar indicates 'All fields below are required'. Two selection buttons are highlighted with red boxes: 'Card' and 'US bank account'. The 'Card' option is selected. Below the selection buttons are fields for 'Card number' (with a placeholder '1234 1234 1234 1234'), 'Expiration date' (MM / YY), 'Security code' (CVC), 'Full name', 'Country or region' (set to 'United States'), and 'Address'. At the bottom, a 'New' button is highlighted with a red box, and a 'Save' button is highlighted with a blue box.

Please note: You MUST have a Security Email set up in your IC Portal to add a payment method! If you receive an error similar to “Unable to create a new customer record”, please check that you have a Security Email set up.

To set up a Security Email:

1. Click the person icon on the upper right corner of the screen. On the pop-out, under “Profile Options”, select “Settings”.
2. On the Settings page, select “Account Settings”.
3. On the “Account Settings” page, check if you have an email account under “Account Security Email”. Note: A username alone is NOT enough! It MUST be a full, valid email address.
4. If needed, select “Add” or “Change” under Account Security Email to add or update the email address.



To REMOVE a Payment Method:

1. On the “Payments Method” screen, select “View” on the method you would like to remove.
2. One the pop-out tab, select “Delete” at the bottom of the screen. Be sure to confirm that you want to delete the method on the following pop-up.

Back | Payment Methods

PAYMENT METHOD	EXPIRES	DEFAULT	ACTIONS
	2/2030		View

New

Payment Method

Accepted Payment Methods:
    

Nickname:

Use as Default Payment Method:
☐

Card Number:

Expiration Date:
2/2030

Name on Account:

Address:

City:

State:
AZ

Zip Code:

Save

Delete

Cancel

Paying Fees

To pay a fee:

1. Select “Fees” from the menu on the left-hand side of the screen.
2. On the Fees page, select “Add to Cart” for the fees you’d like to pay for.
3. Once you’ve selected all fees you want to pay, select “My Cart” to go to Checkout.

Select filtering options, if needed, and click Apply to view applicable records.
Payment amount can be adjusted in cart if fee is not being paid in full at this time.

Filter By Person: All | Filter By School Year: 2026 - 2027 | Filter By Type: Unpaid

Apply

Total Due: \$292.00

DESCRIPTION	DUE DATE	PERSON	FEE BALANCE	VIEW	ACTION
Clothing Elem - Apparel/Patch	07/24/2026	Potter, Harry P	15.00	Details	Add to Cart
Art - HS Art II	07/27/2026	Potter, Harry P	25.00	Details	Add to Cart
Parking Permit	07/27/2026	Potter, Harry P	50.00	Details	Add to Cart
Art - HS Art II	09/23/2026	Potter, Harry P	25.00	Details	Add to Cart
Prior Year Balance			177.00		
Total			292.00		

11 Items in Cart
\$1,085.00
My Cart
My Accounts

4. Once in the Checkout screen, double-check that your fees are correct and match what you added to your cart.
5. Select a Payment Method. If you do not have a Payment Method set up, you can add one from this screen using the “Add Payment Method” button. To do this, follow the “To ADD New Payment Method” instructions from page 1. If you’d like an emailed receipt, enter your email address in the provided box.
6. Once your payment method is selected, click “Submit Payment” on the bottom of the screen.

< Back | Checkout

Parents can set up recurring payments for food service accounts. This allows you to pay monthly on an automatic schedule you determined.
If you need any help, please contact your campus front office.

FEE DESCRIPTION	NAME	FEE AMOUNT	AMOUNT
Art - HS Art II	Potter, Harry	\$25.00	\$25.00 Remove
Clothing Elem - Apparel/Patch	Potter, Harry	\$15.00	\$15.00 Remove

Payment Method (Required)
No payment methods available

Subtotal: \$40.00
Service Fee:
Total: \$40.00

Add Payment Method

Email Address for Receipt
Must be a valid email similar to "user@example.com"

Submit Payment

2 Items in Cart
\$40.00
My Cart
My Accounts