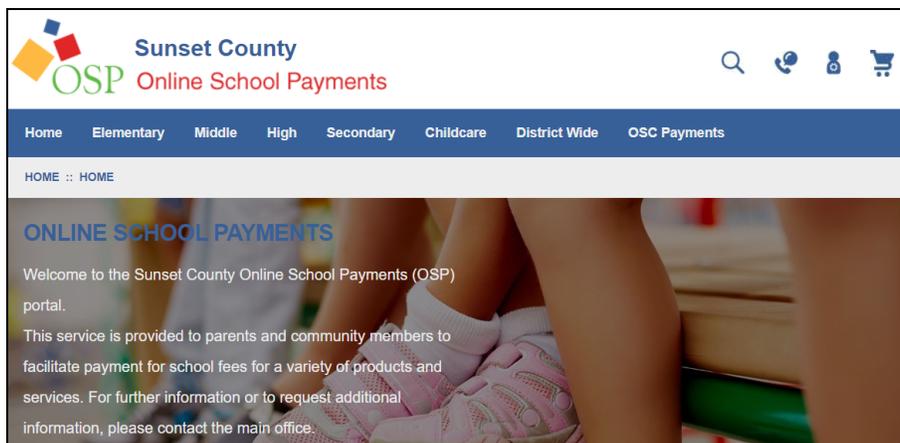# Parent Instructions

This document contains the instructions on how to make a payment and how to review transaction history for Online School Payments through the parent store.

Login

1. Navigate to the Online School Payments website from any web browser.
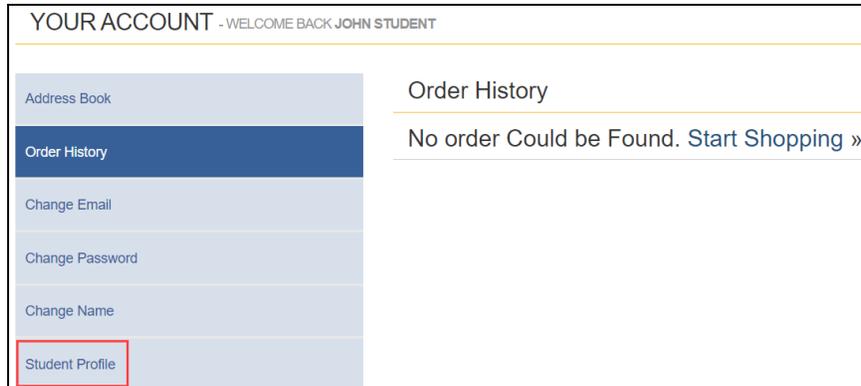   *The web address is custom to your school district.*

2. Select the My Account Icon on the top right of the screen.
3. If you are a new user you will need to create a new account in order to continue. If you are a returning user, log in to your account.
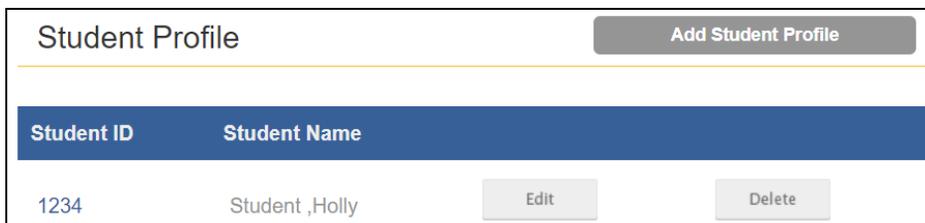
Add Student(s)

1. To add student(s) to your account, select **Student Profile** from the list on the left then **Add Student Profile**.

2. Input the following information:
   a. First Name
   b. Middle Name - Optional
   c. Last Name
   d. Student ID
3. Click **Save** and repeat if necessary.

How to Make a Payment Online

1. After logging in, hover over one of the tabs and click on the school name from the drop down.

Example of Schools in the drop down

2. This brings you to the school store and shows all items currently available for purchase.

3. Click on the Name of an item and change quantity if needed.

Example of a regular priced item

*Note: If the item has a $0.00 price, enter a Description and the Amount in the fields

Example of a variable priced item

4. Click **Add to Cart**.
   a. Repeat above steps for adding additional items to the cart for the same school.
5. Once ready, click **Checkout** in the shopping cart.

6. Follow Steps 1 Through 4 of the checkout process.
    a. Step 1 - Assign Student Profile, click **Next**.
    b. Step 2 - Billing Address: Enter Billing Information then click **Next**.
    c. Step 3 - Order Review: Enter any notes, Agree to Payment Terms, and Click **Next**
    d. Step 4 - Payment, Enter in credit card information and click **Place Order**
7. The system will process the payment and generate a receipt for you

THANK YOU!

Order 1112999-100001947

How to Review Transaction History

1. Select the My Account Icon on the top right of the screen.
2. This will bring you to your Order History and you can view details of any order that has been made.

Order History

61 Orders Found

1112999-100001947	$21.15	4/15/2020 3:24:30 PM	Copy to cart	View Details
1112999-100001917	$177.15	4/8/2020 9:20:22 AM	Copy to cart	View Details
1112999-100001896	$109.55	4/1/2020 1:23:37 PM	Copy to cart	View Details