

ParentConnect Online Payments

Our school division is pleased to accept online payment through ParentConnect! Both Visa and MasterCard are accepted.

Steps to Success

- 1) Choose the **Fees** tab drop-down after you have logged into ParentConnect.
 - a. **Detail Fee History:** will allow you to see all fees assessed, both paid and unpaid.
 - b. **Fees for Payment:** will only show you your outstanding fees.
- 2) Under **Detail Fee History**, select **Fees – Payment**.
 - a. Under the **Pay Line** column, check off the lines you wish to pay.
Note: if the pay line box is greyed out, it is not currently available for online payment.
 - b. Press the **Ready to Pay** button.
 - c. It will ask you to confirm the payment amount. **Make a Payment** to proceed with the online payment, or **Close** to cancel.
- 3) Please read the screen for further security and agreement information. You will be directed to a fully secure payment processing system. **No credit card information is stored by the division.** Enter your credit card details and review the information provided on the third-party site. Then click **Process Transaction**.
- 4) Your payment will be processed and upon successful submission you will be returned to ParentConnect where you will be able to print your receipt.

Thank you for your payment, and for using our ParentConnect online payments!