

Making an Online Payment through Parent Portal

The **Payments** tool allows deposits to be made to Food Service accounts. The Payments screen will display current account balances for each member of a household. To begin the online payment process, select **Payments** from the Index once logged in to Parent Portal.

The screenshot shows the 'Payments' section of the Parent Portal. On the left is a navigation menu with 'Payments' highlighted in red. The main content area is titled 'Payments' and shows 'Accepted Payment Methods' (VISA, MasterCard, Discover, echeck). Below this, a table lists family members and their food service balances:

Food Service	View details	Balance	*Estimate	Payment
Emily N Kommer		-\$0.70	N/A	\$ [input] <input type="button" value="Select estimated amount"/>
Jarred L Kommer		\$5.85	N/A	\$ [input] <input type="button" value="Select estimated amount"/>
Jessica Kommer		\$16.90	N/A	\$ [input] <input type="button" value="Select estimated amount"/>
Mallory S Kommer		\$20.00	N/A	\$ [input] <input type="button" value="Select estimated amount"/>

Below the table, there is a 'Fees' section stating 'There are no Fees available.' and a 'Total: \$1.00' with a 'Continue...' button. A red box highlights the 'Payments' menu item and the 'Continue...' button.

If all Food Service patrons in the household share the same account number, a "Family Account" Payment field will appear, as shown:





This screenshot shows the 'Payments' section with a 'Family Account' field highlighted in red. The table below the 'Food Service' section lists various fees:

Fees	Description	Due	*Payment
Angela Rothe	+ MS Activity Fee	\$10.00	\$ [input] <input type="button" value="Select full amount"/>
Cazandra Rothe	+ MS Activity Fee	\$10.00	\$ [input] <input type="button" value="Select full amount"/>
	+ MS Activity Fee	\$17.00	\$ [input] <input type="button" value="Select full amount"/>
Nikolas Rothe	+ Cap & Gown Fee	\$38.00	\$ [input] <input type="button" value="Select full amount"/>
	+ MS Activity Fee	\$16.00	\$ [input] <input type="button" value="Select full amount"/>

The 'Family Account' field is highlighted in red, and the 'View details' link is circled in red. A red box also highlights the 'Register your credit cards and banking information' link at the bottom.

To view the details of the households food service activity, select the **View Details** link. A separate window will appear to display the account activity details, including deposits and meal item purchases. This information is also available through the **Food Service** tool of the Portal Index. Deposits made to a family account are equally available to all patrons of that account. However, Portal users should be aware that this screen will show deposit transactions as a credit to one patron (not each).




Before a user can successfully make an online payment, his/her **Payment Information** must first be registered with the payment vendor. This can be done by selecting the **Register your credit cards and banking information** link. Once a form of payment has been registered, choose the amount of the deposit by: Entering the deposit amount in the **Payment** field, *OR* Clicking the **Select Estimated Amount** button to quickly auto-fill the Payment field. The **Estimate** total suggests a deposit amount based on a patron's transaction history. After a student has built a history of transactions, an estimated is calculated and displayed in the **Estimate** area. This is a feature designed for convenience.

Accepted Payment Methods     [About Online Payments](#) [About Convenience Fees](#)

* Minimum payment amount is \$5.00

Food Service	View details	Balance	*Estimate	Payment	
Anjela Rothe		\$50.00	\$10.00	10.00	Select estimated amount
Cazandra Rothe		\$10.00	N/A	\$ 10.00	Select estimated amount
Nikolas Rothe		\$122.00	N/A	\$	Select estimated amount

* The estimated payment is for one month and is based on the past food service purchases

Fees	Description	Due	*Payment	
Cazandra Rothe	 HS Activity Fee	\$32.23	\$	Select full amount
Nikolas Rothe	 Cap & Gown Fee	\$15.00	\$	Select full amount
	 Graduation Fee	\$20.00	\$	Select full amount

* You are allowed to enter partial payments but you are not allowed to enter more than the due amount.
* Items past their due date are displayed in red.





Convenience Fee: \$2.00

[Register your credit cards and banking information](#)
[Modify your credit cards and banking information](#)
[View your online payment history](#)

Total: \$22.00 [Continue...](#)

Select the appropriate payment method (previously registered). Click **Continue** to proceed to the deposit Confirmation page. Review the payment information. If the district has emailing of payment receipts enabled, the user will be notified on this screen of the email address the receipt will be sent to. To modify this email address, select the **Change the email address for the receipt** hyperlink. An editor will appear, allowing users to insert a new email address. Enter the correct email address within the **Email address** field and select **Okay** when finished. The confirmation screen will now display the correct email address and the payment receipt will be sent accordingly.

Review the payment information again to ensure accuracy. To exit without making the transaction, click **Cancel**. Otherwise, click **Make Payments** to process the food service deposit. When the transaction has been processed, the Payment Receipt screen will display. To print a copy of the receipt, click **Print/View** in the lower right-hand side of the screen. To return to the main Payments screen, click **Back To Payments**.

Accepted Payment Methods     [About Online Payments](#) [About Convenience Fees](#)

Confirmation

Please confirm your payment choices and payment type.

Food Service	Account	Payment
Anjela Rothe	16910	\$10.00
Cazandra Rothe	16909	\$10.00

Convenience Fee: \$2.00

Total: \$22.00

Payment method XXXXXXXXXXXX0026 VISA

The receipt will be emailed to: testing@gmail.com
[Change the email address for the receipt](#)

[Cancel](#) [Make Payment](#)

There will be no convenience fee charged to user.