Making an Online Payment

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PATH: Portal > Family > Payments

The **Payments** tool allows users to make online payments for fees and/or deposit money into food service accounts for members of a household. If this feature is used by a school, the **Payments** link appears in the Portal index.

> The **Payments** link does not appear for all users. The option depends on specific school operations and settings. Similarly, the **Food Service** link, which allows users to view Food Service account activity, is only available if that feature is also used by the school. When both features are enabled, the Payments tool allows users to pay incurred fees, deposit money into Food Service accounts, and generate a food service transaction report.

Online Payments

Viewing Fees

A list of assigned fees to all students in the household is available from the [Family Fees](#) section. A list of fees assigned to just one student in the household is visible from the student's [Fees](#) section. Payments can only be

made from the **Family Payments** section of the Portal.

> Unpaid fees from All Years are listed and can be selected for Payment. This does not apply for Food Service payments.

To begin the online payment process for a fee, select **Payments** from the Index. The online payment editor will appear, displaying outstanding fees for all students within the Household.

> If the ability to contribute to Food Service accounts is not allowed by the school, the Food Service payment section will not be shown. Similarly, if the students of the household do not have any pending fees, no fees will display in the Fees area.

Fee Payments

Fee payments allow users to pay fees for each student within a household. Users can also view the details of a fee by selecting the plus sign (**+**) next to the fee name. A fee shown in red indicates that a payment for the full amount has not been made before the due date assigned by the school.

> Payments made through the portal cannot be voided.

> Before you can successfully make an online payment, Payment Information must first be registered with the payment vendor. This can be done by selecting the Register your credit cards and banking information.

1. Once a form of payment has been registered, choose the amount of the fee payment by

- Entering the amount to be paid in the **Payment** field, OR
- Clicking the amount of the fee included in the **Due** column to auto-fill the full fee amount due

2. Click **Continue** to proceed to the Payment Method screen.

> If the entered amount that is being paid is less than the required minimum payment amount, an error message displays. Click OK and reenter the total amount to be paid. The minimum amount displays at the top of the Payments tab.
>
>

3. Select the appropriate payment method (previously registered). Click **Continue** to proceed to the fees Confirmation page.

4. Review the payment information. If a receipt of this payment is desired, enter the email address where the receipt should be sent in the **Receipt Email Address** field.

> If a **Convenience Fee** applies, it displays on this page and is included in the **Total**.

5. Click **Make Payment** to process the fees payment.
   Result
   When the transaction is processed, the Payment Receipt screen will display.

To print a copy of the receipt, click **Print** in the lower right-hand side of the screen. To return to the main Payments screen, click **Back To Payments**. If an email address was entered to receive a receipt, it will look similar to this:

Important message from the Public Schools Campus
Messenger system:

Your payment is complete. Please print this receipt for your records.
Date: 8/7/2013 9:49 AM
Reference #: 16088204
Payment Method: VISA *0026
Convenience Fee: $3.00
Total: $38.00
thank you!

This message was delivered on behalf of the Public Schools.

Please do not reply to this email. This messenger mailbox is not monitored.

Online Payment Receipt

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.

This screen will differ depending on the type of Food Service account setup for the household (i.e., family or individual).

Optional Fee Payments

Optional fees are fees than can be paid that are not assigned for payment by the school. This could be things like parking stickers, donations to the school, school supplies, etc. These optional fees display in a dropdown list, allowing you to select the desired fee and make the payment yourself

- Optional fees display in alphabetical order.
- If a student has multiple active enrollments, the name of the school displays after the fee name.
- If a fee has a variable amount due, like a donation fee, the due date displays as the current date and you can enter any amount in the Payment field, up to seven characters (99999.99).
- An optional fee can be removed (click the X) once selected as long as a payment has not been made against it.
- Payments must be made or a fee must be removed before progressing to the Payment Type screen.

Optional Fee Selection

Completing the payment transaction is the same as making a payment for a school-assigned fee. Select the fee to pay, enter the amount being paid and click the Continue button.

If a school has not marked any fee as optional, a note displays indicating this when hovering over the Optional Items dropdown list.

Display of No Optional Fees Marked

Deposit Money into a Food Service Account

You can deposit money into food service accounts for members of your household.

Once a form of payment has been registered, choose the amount you want to deposit by

- entering the amount to be paid in the **Payment** field, OR
- clicking the amount in the **Estimate** column to auto-fill the deposit amount. This method is an estimate of one month of food service purchases.

Food Service Account	Balance	*Estimate	Payment
Student, Adam M	$0.00	$25.00	$
Student, Laura A	$0.00	$50.00	$

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

Food Service Accounts

Printing Account Details

To generate a PDF of Food Service account activity, select the **Print** button.

Food Service Account Statement for Coco Young
09-10 · WILLMAR
611 5TH STREET SW, WILLMAR MN 56201-3297

Generated on 05/06/2010 02:59:13 PM

Transaction Summary for Coco Young

Balance as of 04/01/2010	Debit	Credit	Transfer	Deposit	Balance as of 04/30/2010
$0.00	$5.20	$71.00	$50.00	$117.34	$233.14

Transaction Detail for Coco Young

	Transaction Time	Post Time	Patron Name	Category	Item	#	Debit	Credit
1.	04/06/2010 13:04	04/06/2010 13:07	Young , Coco	*Deposit VISA	CC #0026 (Amount: $10.00)			~~$5.00~~
	04/06/2010 13:04			Voided Transaction				
2.	04/06/2010 13:10	04/06/2010 13:14	Young , Coco	*Deposit MASTERCARD	CC #1732 (Amount: $4.00)			$2.00
3.	04/06/2010 13:15	04/06/2010 13:19	Young , Coco	*Deposit DISCOVER	CC #0009 (Amount: $3.00)			$3.00
4.	04/06/2010 13:16	04/06/2010 13:20	Young , Coco	*Deposit Online Checking	(Amount: $5.00)			$4.00
5.	04/06/2010 13:17	04/06/2010 13:21	Young , Coco	*Deposit Online Savings	(Amount: $10.00)			$5.00
6.	04/06/2010 00:00	04/06/2010 13:40	Young , Coco	*Deposit cash deposit POSDeposit	Cash (Amount: $40.00)			$20.00
7.	04/06/2010 00:00	04/06/2010 14:19	Young , Coco	*Deposit	Check# 6543 (Amount: $10.00)			$5.00
8.	04/06/2010 00:00	04/06/2010 14:23	Young , Coco	*Deposit In office CC payment	CC #9876 (Amount: $10.00)			$5.00
9.	04/06/2010 15:54	04/06/2010 16:54	Young , Coco	Ala Carte	Hamburger	1	~~$1.50~~	
	04/06/2010 16:54			Voided Transaction				
10.	04/06/2010 00:00	04/06/2010 17:29	Young , Coco	Cons Credit Card Payment	0.75 CC # 134	1	$0.75	$10.00
11.	04/06/2010 00:00	04/06/2010 17:29	Young , Coco	Cons Check Payment	0.75 Check # 65542	1	$0.75	$5.00
12.	04/06/2010 00:00	04/06/2010 17:30	Young , Coco	Cons Cash Payment	0.75	1	$0.75	$6.00
13.	04/07/2010 16:53	04/07/2010 16:56	Young , Coco	Breakfast Meal	Brkfst Meal (Sec)	1	$1.10	
14.	04/08/2010 00:00	04/08/2010 12:59	Young , Coco	*Deposit testing	Cash (Amount: $100.00)			~~$50.00~~
	04/06/2010 00:00			Voided Transaction				
15.	04/08/2010 14:22	04/08/2010 14:29	Young , Coco	Breakfast Meal Ala Carte	Brkfst Meal (Sec) Biscuit	1 1	~~$1.10~~ ~~$0.35~~	
	04/06/2010 14:22			Voided Transaction				
16.	04/22/2010 10:20	04/27/2010 13:38	Young , Coco	Ala Carte Ala Carte	Pop Tart Pop Tart	1 1	$0.75 $0.75	
17.	04/22/2010 12:20	04/27/2010 16:10	Young , Coco	Deposit Admin Adjust - Deposit	CC # 3490190580			$50.00
18.	04/28/2010 10:50	04/28/2010 10:55	Administrator , System	Transfer to Account#4115 (Peterson, Coco)			~~$50.00~~	
	04/28/2010 10:50			Voided Transaction				
19.	04/28/2010 14:43	04/28/2010 14:49	Administrator , System	Transfer from Account#4115 (Peterson, Coco)				$50.00
20.	04/28/2010 17:27	04/28/2010 17:32	Young , Coco	Ala Carte	Snack	1	$0.35	
21.	04/29/2010 00:00	04/29/2010 09:20	Young , Coco	*Deposit	Cash (Amount: $100.00)			$33.34
22.	04/30/2010 00:00	04/30/2010 17:04	Young , Coco	*Deposit	Cash (Amount: $100.00)			$40.00
23.	04/30/2010 00:00	04/30/2010 17:05	Young , Coco	*Deposit	CC #123 (Amount: $50.00)			~~$30.00~~
	04/30/2010 00:00			Voided Transaction				
					Total Debits/Credits		$6.20	$238.34

Account Print Information