School Online Payments
Parent User Guide

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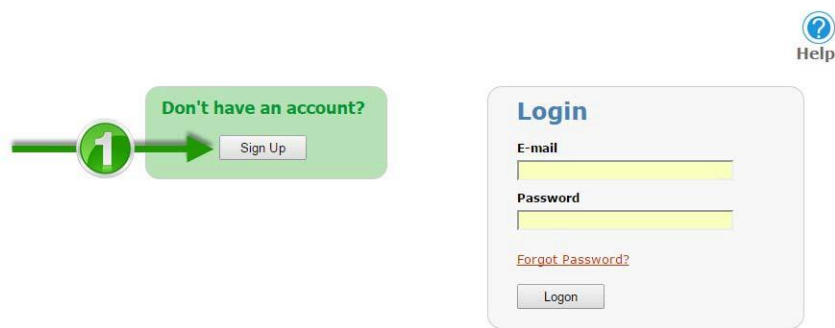
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Create a New Parent Account

Some parents will not have to manually create a parent account. If your school district is using an existing parent portal, like PowerSchool Parent Portal, your parent account and attached children will automatically be linked with the online payment website.

From the Online Payment Home Page

1. Click on the Sign Up button.

Sign Up – Parent Information

From the Sign Up Window:

1. Enter your (the parent's) First Name and Last Name.

2. Enter and confirm your E-Mail address and select and confirm a Password.

3. Check the box, 'I have read and agree to the Terms and Conditions of this site'.

4. Click Next.

Sign Up – Add Students

From the Sign Up Page:

1. Type in the Student ID and Last Name.

2. Click on Add Student. The student record will appear below if there is a match. Repeat steps 1-2 for each student you need to add. If the student record is not correct, click on the red 'X' in the Remove column to remove the record from the student

3. Click Done when finished.

Understanding the Fee Summary Page

1. After adding all students, you will be brought to a Summary Page that displays the outstanding balance for each student attached to your parent account.

2. Each student will also have their own separate tab that displays a detailed breakdown of fees on individual accounts.

3. The total amount due for all children will appear in the CART total in the top right corner of the window.

4. Click on different Account icons to view or edit details of your parent account:

   > Edit Settings - edit your e-mail, password, or name.

   > Students - add or remove students from your account.

   > My Orders - view past payments on your account.

Understanding the Student Account Tab

1. Click on each tab to review individual student fees.

2. Any notes from the school or district will appear in yellow at the top of the screen.

3. The default view is School Fees Due Now, but you can also view Future Charges and past Paid.

4. Depending on the setup of your district's online payment website, mandatory school fees may already been added to the shopping cart automatically, or you may have the option of choosing which fees to add to the cart.

5. At the bottom of the window is a section called Additional Items, which are optional fees that can be added to a shopping cart. These fees are not included in a student's outstanding balance until added to the cart.

Printing Student Account Statements

Parent Account > Specific Student tab

You can print and save student account statements to your computer for any child attached to your parent account.
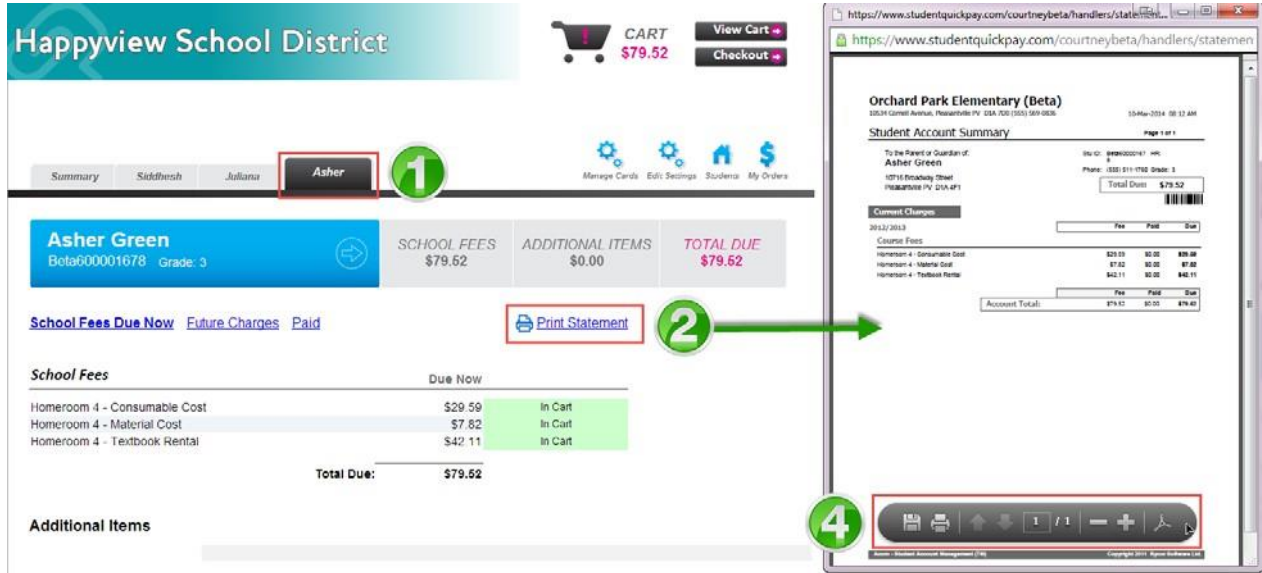
1. Navigate to the appropriate student tab.

2. Click on the Print Statement link.

3. The student account statement will pop-up in another window.

4. Print or save the statement to your computer.

Printing Payment Receipts

Parent Account > My Orders

You can print and save payment receipts from the online payment website.
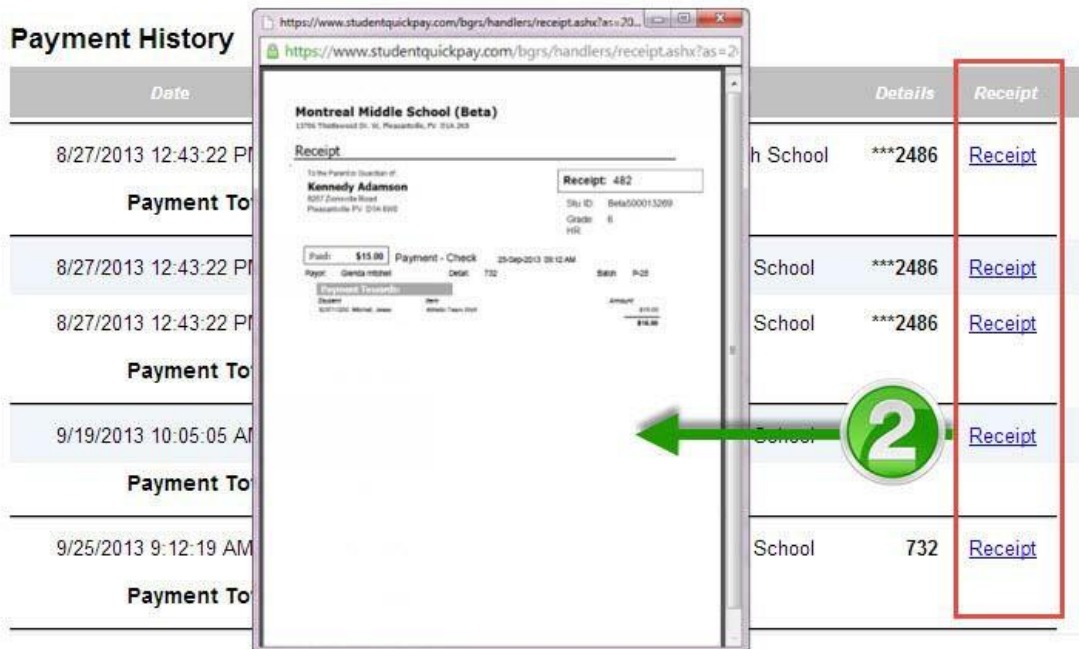
1. Click on the My Orders icon.

2. In the Payment History window, select Receipt in the far-right column to save or print the desired payment receipt.

Adding Fees to the Cart

Mandatory school fees may or may not already be in a parent's shopping cart. These settings are determined by the school district and will vary.

1. Fees that have the Add to Cart button next to them must be added to the cart before they can be paid for. As soon as you click on the Add to Cart button, the CART total will automatically update to reflect the new balance.

2. Fees that appear as buttons in the Additional Items area are optional and must be added to the cart before they can be purchased. After you click on the button, a confirmation box will pop-up and prompt you to add the fee to your cart.

Viewing the Cart

After you have added all fees to your shopping cart, click on View Cart in the top right-hand corner of the screen to review your cart. Depending on the payment settings of your school district, you may, or may not be allowed to remove mandatory fees from your cart. If you see remove buttons next to each fee, you can click on them and your Student Total will adjust accordingly. Once you are ready to make payment, click on the Pay Now button.

Making a Partial Payment

If partial payments are an option made available by your School District, you can choose to pay for a portion of school fees if you do not wish to pay the full amount.

- When viewing your cart total, you can delete the amount in the green Student Payment box for each student, and change it to another amount.

- Click on the Update Cart button to update your total payment amount. Payments will be applied to fees based on a priority ranking system determined by the School District.
- Click on the Pay Now button when ready to provide payment.

Checking Out

After reviewing each student tab, click the Checkout button in the top right-hand corner of the window to pay for school fees. If you are viewing fees from the Cart, click the Pay Now button to checkout.

Enter Payment Details

Once you are brought to the Payment Details page, select your Payment Type:

- Credit Card, VISA Debit, Debit Mastercard
- Electronic Check (USA only)

Credit Card Payments

Your School District determines which credit card companies they will accept payments from. If you do not see the logo of your credit card on your school district payment website, it means this method is not accepted.

Pay by Credit Card

VISA MasterCard AMEX DISCOVER

Cardholder Name	Jane Pleasantmom
Credit Card Number	1234567891011123
Expiration Date	11 (Nov) ▼ / 2018 ▼
CVD (# on back of card)	123

Payment Amount: **$788.00 CDN**

Cancel   **Submit Payment**

Check your E-mail for Online Payment Receipt

After you have successfully submitted your payment, you should check your e-mail for an electronic receipt that will look similar to the image below.

The email will be sent from StudentQuickPay.com and the Subject will be 'School Payment Receipt/ Confirmation'.

If you do not receive an e-mail within half an hour of payment, you should first check your Spam folder and also ensure that you are checking the correct e-mail account that is attached to your online payment parent account.

If the receipt is not in your Spam folder and you are certain you are checking the correct e-mail account, please click on the link for Technical Support for Parents located at the bottom of every online payment page and send an e-mail to the address provided.

Receipt / Confirmation

Thank you! Please find below the details of your transaction.

Please print and retain this email for your records.
This receipt / confirmation has been emailed to

Stephanie Rodriguez	Due	Paid
School Fees		**$64.00**
Sr. Registration Fee	$55.00	$55.00
Student Agenda	$9.00	$9.00
	Student Total:	$64.00
Matthew Sadres	Due	Paid
School Fees		**$27.00**
ECS Registration Fee	$7.00	$7.00
Jr. Activity Fee	$20.00	$20.00
	Student Total:	$27.00
	Cart Total:	$91.00
	Payment Amount:	$91.00

School Receipt:
ReceiptID: Ref#: 123456789012345678
AMOUNT: 91.00
Response Code: 00 Auth: 123456 Time: 1/23/2015 10:18:06 AM
Date Code: 1/23/2015 10:18:06 AM Type: 00
Card Type: V ISO Code: Trx#: 123456_78 AVS#: null CVD: null