## **Paying School Fees Online**

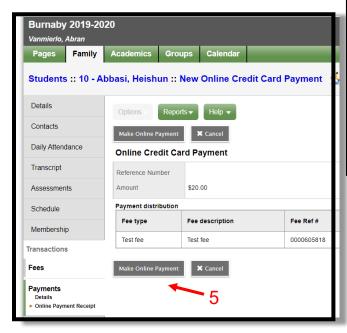
Parents can pay their child's fee online if their school is setup for online payment and they have a Family Portal account.

In the family portal, select the 'Family' top tab. Then select the child you are paying fees for.

Then navigate to the **Transaction Side Tab>Fees Side Tab.** 

Select the fee or fees to pay by checking the check boxes.

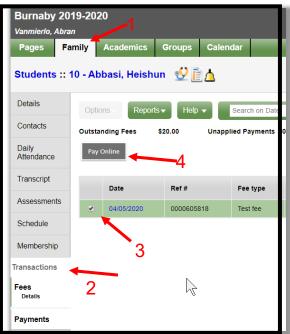
The 'Pay Online' Button enables once the fee is selected.



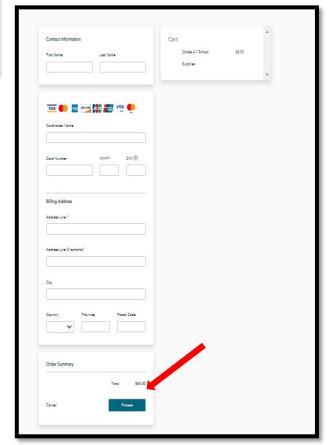
You will be redirected to a third party (Moneris) secured payment site after 'Make Payment Online' is clicked.

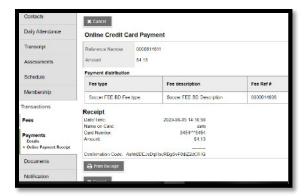
Enter appropriate credit card details.

Once all of the information is completed click on the "Process"



There is a payment review screen after clicking 'Pay Online'.





Once the payment is submitted, a receipt is provided. You can print the receipt by clicking on the 'Print receipt' button.

Click 'Cancel' to exit the receipt page. This does not cancel the transaction.

## Viewing transaction history and receipts

To view details of previous transactions, navigate to Family Top Tab>Transaction Side Tab>Payments>Online Payment Receipt Side Tab

Select the transaction you wish to view a receipt for by clicking on the blue text in the 'Date' column.

