HOW TO MAKE A PAYMENT IN THE PARENT PORTAL

1. Go to your school’s Web Store and **LOGIN** using your email address and password.

2. Select **MY ACCOUNT** from the top menu.

   ![Login Menu](image1)

3. Select **PARENT PORTAL**.

   ![Parent Portal Selection](image2)

4. To add a balance to your cart, select the **Shopping Cart** icon (shopping bag) next to a registration then select the payment option. Repeat this process if you have other balances to add.

   ![Cart Selection](image3)

5. Once you have added the balance(s) for which you wish to pay to the cart, select **CHECKOUT**.

   ![Checkout Option](image4)

6. Verify the **PAYMENT METHOD** and select **PLACE ORDER** to complete. **Your order has been placed** will appear to confirm the payment was accepted.