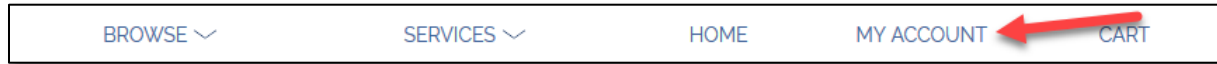
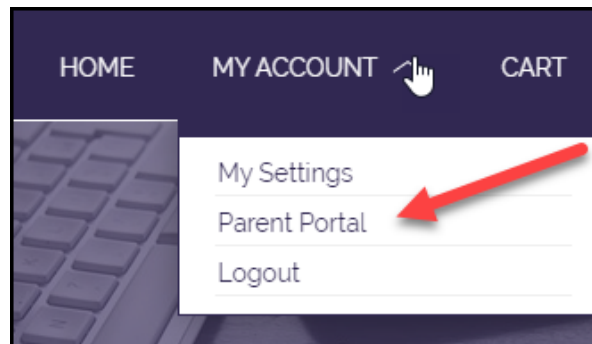


HOW TO MAKE A PAYMENT IN THE PARENT PORTAL

1. Go to your school's Web Store and **LOGIN** using your email address and password.
2. Select **MY ACCOUNT** from the top menu.



3. Select **PARENT PORTAL**.



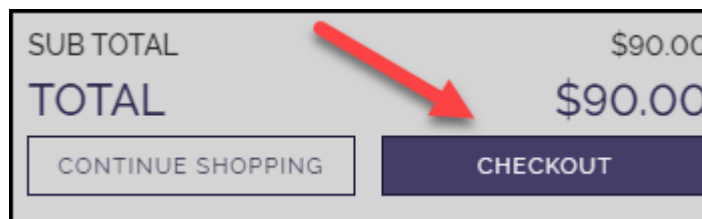
4. To add a balance to your cart, select the **Shopping Cart** icon (🛒) next to a registration then select the payment option. Repeat this process if you have other balances to add.



Registrations with Balance			
Student	Class	Balance Due	Card On File
Joseph Lopez	20/21 Cake Decorating Baking & Pastries	\$20.00	Visa: 1111 04/24

A red arrow points to a shopping cart icon in the bottom right corner of the table.

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



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