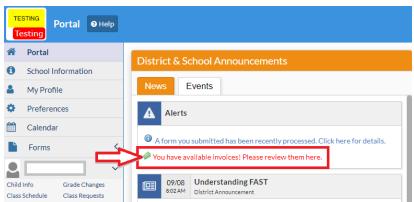
This short guide will provide an overview on how a Parent will access the Focus Shopping Cart to pay for student related fees with a credit card. It is necessary that the Parent has an established Focus Parent Portal account and that the account is linked to the student that the Parent wishes to pay a fee for.

 Log in to the Focus web application using your user id and password at the below site: https://martin.focusschoolsoftware.com/focus/

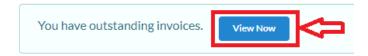


2. Once logged in, if you have an outstanding invoice to pay for a fee, you will see a link in the Alerts area as shown below:



3. This will take you to the Shopping Cart where you can view and Pay for your outstanding/open invoices.

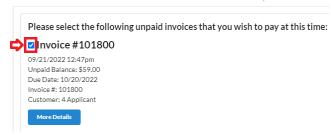
Click the View Now button



4. You can see the specifics of the invoice by clicking the "More Details" button.



5. Click the checkbox next to the invoice number to add the open invoice to your cart:



- 6. Your payment sub-totals and totals will show on the right side of the screen.
- 7. Click the "Continue" button to move to the payment screen.
- 8. Enter your credit card payment information and click the "Complete Payment" button.
- 9. Print/Save your receipt for your records.