

FEES

There are two types of Fees that may be paid online through your Parent Portal:

1. Fees that are **assigned** to you, such as School Fees, including fees still owed.
2. Optional fees are fees that are **not assigned to you directly**. This could be things like Chromebook Care, Phoenix Yearbook, etc.

Fees (My Cart)

The **Fees** tool provides a list of all fees **assigned** to you, such as School Fees, fees that are still owed and fees that were paid appear in this list, followed by the ongoing balance for all fees.

Where do I go to view and pay fees?

The Fees tool is available in the outline on the left in your Parent Portal.

The screenshot displays the 'Fees' section of a Parent Portal. On the left, a dark sidebar contains navigation links: Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Responsive Schedule, Academic Plan, Food Service, **Fees** (highlighted with a red box), Reports, Message Center, Discussions, and More. The main content area is titled 'Fees' and shows a summary: '0 Items in Cart \$0.00' with 'My Cart' and 'My Accounts' buttons. Below this, it states 'Total Due: \$2,875.00'. There are two dropdown filters: 'School Year' set to '2018 - 2019' and 'Type' set to 'Unpaid'. A table lists the following fees:

DESCRIPTION	DUE DATE	FEE BALANCE	
France Summer Exchange Trip	06/14/2019	2,750.00	Add to cart >
AP Placement Test	05/20/2019	100.00	Add to cart >
Instrument Rental	05/31/2019	25.00	Add to cart >
Subtotal		2,875.00	

At the bottom of the table area, there is a blue 'Print' button.

How do I Pay a Fee?

1. Select **Fees**.
2. Select **Add to Cart** next to the Fee you want to pay.
3. Select **My Cart**.
4. Select the **Payment Method** you want to use and enter an **Email Address for Receipt** (*optional*).
5. Select **Submit Payment**.

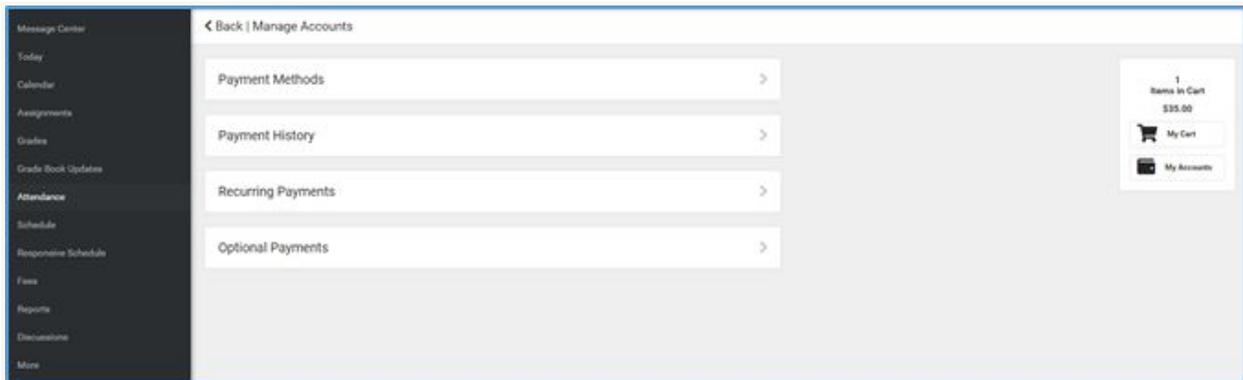
How do I pay Optional Fees?

Optional fees are fees that are not assigned to you directly. This could be things like parking stickers, Chromebook Care, Phoenix Yearbook, etc. Optional Fees are paid using the Optional Payments tool. These optional fees display in a list, allowing you to select the fee and make the payment yourself by adding it to your cart.

Where do I go to Pay an Optional Fee?

The Optional Payments tool is part of My Accounts. My Accounts appears on the screen when you are looking at the Today, Food Service, or Fees tools.

How do I Pay an Optional Fee?



1. Click **Optional Payments**.
2. Click **Add to Cart** next to the fee you want to pay.
3. Click **My Cart**.
4. Select the **Payment Method** you want to use and enter an **Email Address for Receipt** (*optional*).
5. Click **Submit Payment**.

NOTE: You will need to set up your Payment Methods by clicking on the Payment Methods tab.

