

# NEW PAYMENT OPTIONS

## AVAILABLE!



We are excited to announce that we will have 2 new ways to make a payment!

- Online with a credit card
- At the ASB Window with a credit card

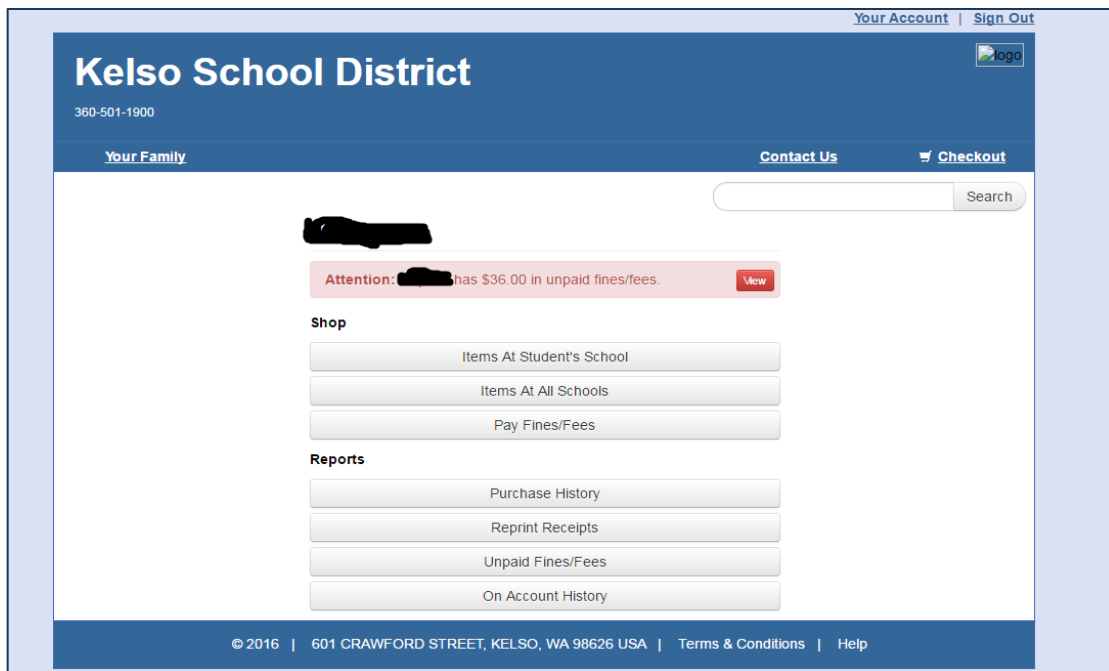
## Instructions For Online Use

Go to our Huntington Middle School website at  
[www.kelso.wednet.edu/huntington](http://www.kelso.wednet.edu/huntington)  
and find the link that looks like this:

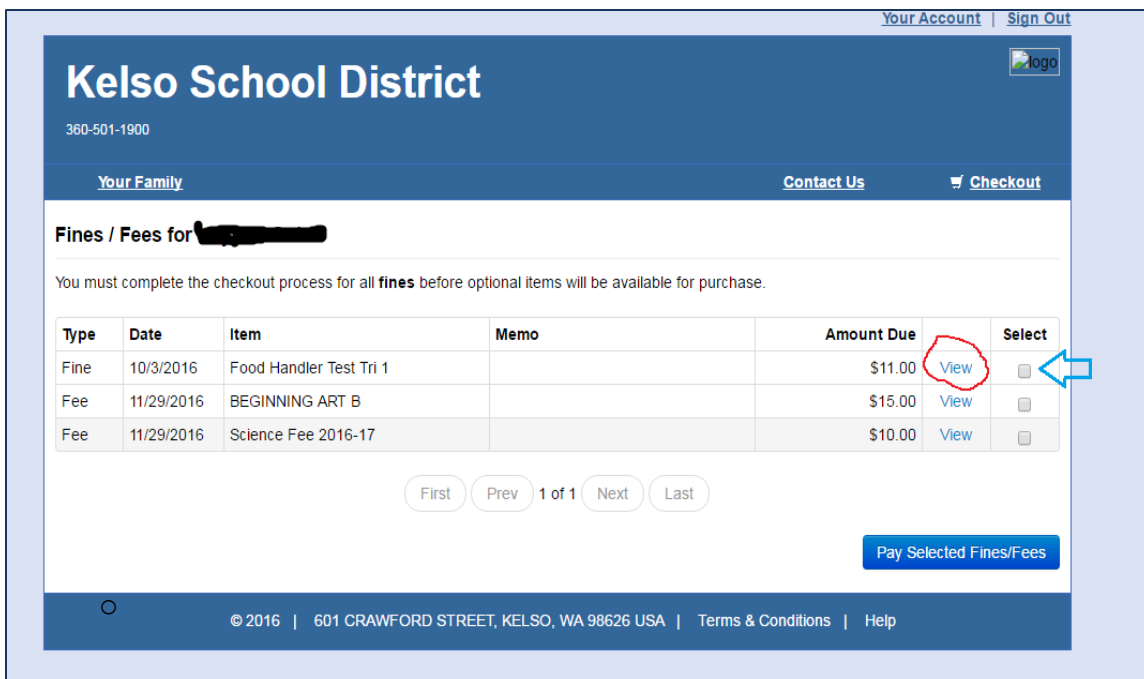


- This button will lead you to a sign-in page. Your **Skyward login information** will be used to access your student(s) accounts.
- Once you are logged in, you will see a home screen that will show you ALL of your Kelso School District Students.
  - Click on the student you are wanting to pay for

- You will then see a screen that looks like this:



- From here you can:
  - Look up your students' fines
  - Look up items sold at your students' school
  - Look up your students' purchase history
  - Reprint receipts
- Student fines will look similar to this:



- To view individual fine details click the “view” button (circled in red)
- To pay the fine, click the box under “Select” (blue arrow)

- The Student Purchase History will look similar to this:

The screenshot shows a web application interface for a 'Customer Ledger' from Kelso School District. At the top, there is a date range filter set to 'From 7/1/2000 to 12/1/2016' with a 'Refresh' button. The page title is 'Customer Ledger' and the subtitle is 'Kelso School District'. Below this, it specifies the date range 'Dates 7/1/2000 - 12/1/2016' and notes 'Excludes Charges On Account' and 'Includes Deposits On Account'. The user is identified as 'To the Parent/Guardian of: [redacted]' with a 'Customer Id: [redacted]', 'Phone Number: [redacted]', and 'Grade: 10'. The page displays three receipts with their details and amounts.

Receipt #	Date/Time	Origin Site	Item	Item Description	Site	Memo	Amount
174271	11/10/2016 7:16 AM	KHS	1012.1617.2	FOOTBALL PLAYOFF GAME IN SEATTLE	KHS		\$7.00
Total:							\$7.00
173862	11/7/2016 12:07 PM	KHS	2200-01-27-9-98	School Calculators	KHS		\$10.00
Total:							\$10.00
172765	10/20/2016 11:15 AM	KHS	2020.1617.1.2	Class of 2020 Homecoming	KHS		\$25.00

- Notice the date range on the top of the page (circled in red)

- The Reprint Receipt list looks similar to this:

The screenshot shows the Kelso School District website. The header includes the district name, phone number (360-501-1900), and links for 'Your Account' and 'Sign Out'. The main navigation bar has 'Your Family', 'Contact Us', and 'Checkout' (with a cart icon and '3' items). The page title is 'Receipts for [redacted]'. Below this is a table listing receipts with columns for Receipt #, Date, and Total. A 'View' button is circled in red next to the first receipt. At the bottom, there are pagination controls: 'First', 'Prev', '1 of 4', 'Next', and 'Last', with the 'Next' button circled in red.

Receipt #	Date	Total	Action
174271	11/10/2016 7:16:00 AM	7.00	<a href="#">View</a>
173862	11/7/2016 12:07:00 PM	10.00	<a href="#">View</a>
173802	11/4/2016 1:04:00 PM	21.00	<a href="#">View</a>
172765	10/20/2016 11:15:00 AM	25.00	<a href="#">View</a>
172329	10/13/2016 7:11:00 AM	3.00	<a href="#">View</a>
169631	9/7/2016 7:24:00 AM	15.00	<a href="#">View</a>
168939	8/31/2016 12:17:00 PM	90.00	<a href="#">View</a>
167241	7/6/2016 2:59:00 PM	26.47	<a href="#">View</a>
166370	6/7/2016 8:11:00 AM	45.00	<a href="#">View</a>
160032	1/22/2016 1:41:00 PM	25.00	<a href="#">View</a>

- To reprint one receipt click the view button
- Notice that there could be multiple pages on the bottom

- The Payment screen will look similar to this:

The screenshot shows the Kelso School District website's payment interface. At the top, there's a header with the district name, phone number (360-501-1900), and links for 'Your Account' and 'Sign Out'. Below this is a navigation bar with 'Your Family', 'Contact Us', and 'Checkout' (with a cart icon and a '3' indicating items in the cart). The main section is titled 'Your Cart' and contains a table with three items:

Customer	Item	Price
[Redacted]	Food Handler Test Tri 1	\$11.00
[Redacted]	BEGINNING ART B	\$15.00
[Redacted]	Science Fee 2016-17	\$10.00

Below the items, a summary table shows:

Subtotal	\$36.00
Tax (0.00%)	\$0.00
Processing Fee	\$1.50
Total	\$37.50

At the bottom of the cart, there's a red circle around the text: '\* Important notice: you may be charged a processing fee for your online purchase.' Below this are 'Continue Shopping' and 'Checkout' buttons. The footer contains copyright information (© 2016), address (601 CRAWFORD STREET, KELSO, WA 98626 USA), and links for 'Terms & Conditions' and 'Help'.

- Notice that there is a \$1.50 processing fee
- You will be able to pay for multiple students at one time and only pay the processing fee once.

Huntington Middle School is excited to offer the new payment options. We hope this will help our families with their busy schedules to access this new feature online. If you have any questions please call us at 360.501.1700.

