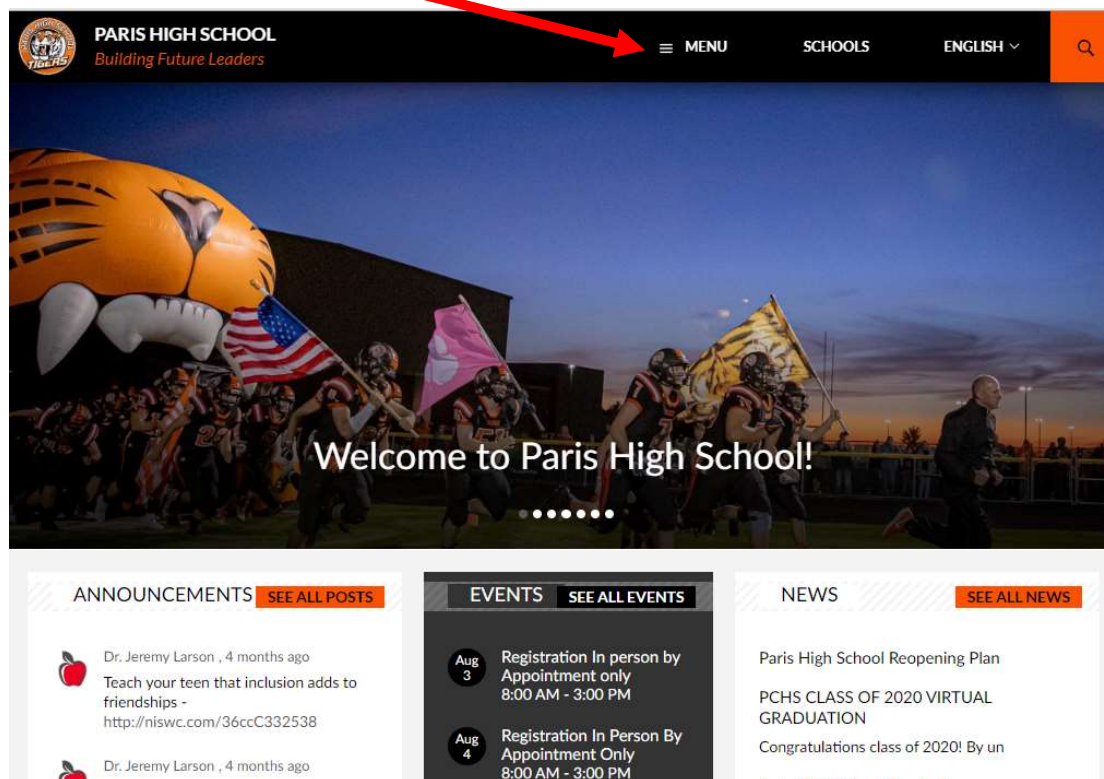


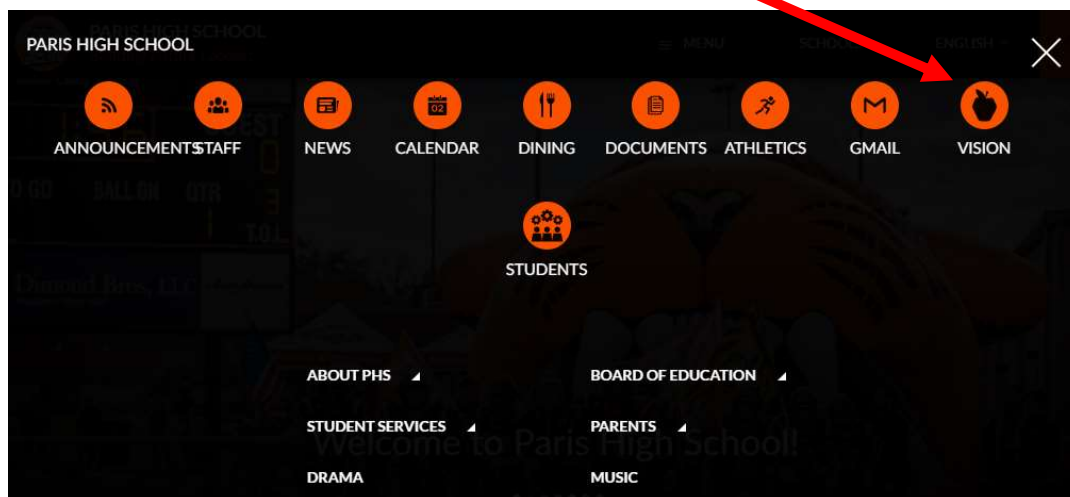


Paris High School – Fee Payments

1. Open your web browser and go to <http://pchs.k12.il.us> website.
2. Next, click on “Menu”



3. The screen should change and go to the Paris High School Menu. Click on the “Vision” Icon.





4. After clicking on the “Vision” Icon, the link will take you to the MMS/Vision website. Please login with your Parent Portal Account information. If you do not have a parent portal account, please email registration@pchs.k12.il.us and someone will send you the information on how to create a parent portal.
5. Make sure to select “Parent” under the drop down of “Select User Type” after you have typed in your User ID and Password.

The screenshot shows the Vision Student Information System login page. The header includes the 'VISION' logo and 'STUDENT INFORMATION SYSTEM' text, along with links for Home, About, and Contact. The login form contains fields for Username (Kadiddlehopper) and Password (masked with asterisks), a 'Forgot Password?' link, and a 'Select User Type' dropdown menu. The dropdown is currently set to 'Parent'. Below the dropdown are checkboxes for 'Remember Me', a 'Log in' button, and a 'Create Parent Account' button. A link for 'Need help logging in?' is at the bottom left of the form. The background of the login area features a photo of two young girls raising their hands in a classroom. Below the login form, a section titled 'Keep up-to-date on student progress, behavior, and attendance with Vision Family - the free mobile app from Computer Resources.' lists various features: Student Schedules, Attendance, Assignments, Grades, Behavior, and Messaging. It also includes buttons to 'GET IT ON Google Play' and 'Download on the App Store', the 'District ID: PARISHS', and a link for 'How to set up and access Vision Family Mobile'.



6. Once you are logged into the Parent Portal, click on the “More” icon on the top right hand side of the screen.

VISION Family Portal
STUDENT INFORMATION SYSTEM

Home At A Glance Account Log off ? **More** ▾

Home

Welcome | **John Smith**
District: parishes

Tuesday, July 21, 2020
School Year: 20-21

District Announcements 0 message(s)

School Announcements - 0 message(s)

Clem Smith
Student ID: 2175551212
Grade: 10
DOB: 6/5/2004

Paris High School

Clem's Information Links

Schedule

Assignments

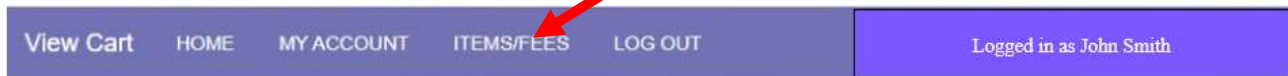
7. On the drop down menu that appears, click on “Fees”

? **More** ▾

- Attendance
- Grades
- Assignments
- Schedule
- Reports
- Biographical
- Forms
- Students
- Fees**



8. The system will now open up another window and direct you to a screen showing lunchtime Cafeteria Account. To pay your registration fees, click on the “Items/Fees” menu selection at the top.



Student Access

[Add Student](#)

Name	School	Grade	ID #	PIN	
Smith, Clem	Paris Cooperative High School	10	2175551212	2175551212	Remove

LunchTime Cafeteria Account

Use the Reminders link to setup an email alert or to automatically put money in your child's account when your their balance falls below a specified level.

[View/Set Reminders](#)

[Make Cafeteria Deposit](#)

Cafeteria Balance/Transaction Information

	Name	School	Grade	PIN	Balance	Pending
Transactions	Smith, Clem	Paris Cooperative High School	10	2175551212	\$9.10	\$0.00

9. On the next screen, click on “View/Pay”



School Items

This table shows a summary of fees owed by students in your account. Click the details link to view more information on the items and fees that are currently due.

	Name	School	Balance Due	Prior Balance Due
View/Pay	Smith, Clem	Paris Cooperative High School	\$65.00	\$0.00



Paris High School – Fee Payments

10. On the “School Fee Details: page, click on “Make a Payment” icon.

View Cart HOME MY ACCOUNT ITEMS/FEES LOG OUT Logged in as John Smith

School Fee Details

Name:
Smith, Clem
School:
Paris Cooperative High School
Balance Due:
\$65.00

Return **Make A Payment**

Date	Description	Debit	Credit	Balance
7/24/2020	Registration	\$65.00	\$0.00	\$65.00
	Prior Year Balance		\$0.00	\$0.00

Return

11. Click on “Continue” to accept the 65.00 payment.

View Cart HOME MY ACCOUNT ITEMS/FEES LOG OUT Logged in as John Smith

School Fee Payment

Student:
Smith, Clem

Amount:

Cancel **Continue**

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12. On the “School Fee Payment – Confirmation” Screen, click on “Add To Cart” icon.

View Cart HOME MY ACCOUNT ITEMS/FEES LOG OUT Logged in as John Smith

School Fee Payment - Confirmation

Patron:
Smith, Clem
Paris Cooperative High School
Payment Amount:
\$65.00

Cancel **Add To Cart**

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Paris High School – Fee Payments

13. On the “Shopping Cart” page, click on “Check Out” Icon.

The screenshot shows the 'Shopping Cart' page. At the top is a navigation bar with links: View Cart, HOME, MY ACCOUNT, ITEMS/FEES, LOG OUT, and a 'Logged in as John Smith' status. Below the navigation bar is the 'Shopping Cart' title and a note: 'Note: All items must be associated with the same gateway account in order to be processed as a single transaction.' A table lists the items in the cart:

	Item	School	Quantity	Item Price	Total
Remove	School Fees-Smith, Clem	Paris Cooperative High School	1	\$65.00	\$65.00
	Total				\$65.00

At the bottom of the cart are two buttons: 'Continue Shopping' and 'Check Out'. A red arrow points from the top right towards the 'Check Out' button.

14. Select which type of payment you would like to make.

The screenshot shows the 'Shopping Cart Checkout - Select Payment Method' page. It has the same navigation bar as the previous page. Below the title is a table with payment options:

	Nickname	Type	Account Number	Service Fee
Select	One-Time Credit Card	Credit Card		\$2.50
Select	One-Time ACH	ACH		\$1.50

Below the table is a 'View Cart' button. Two callout boxes on the left provide instructions:

- For credit card, click on “One-Time Credit Card” (with a red arrow pointing to the first 'Select' link).
- For bank withdrawal, click on “One-Time ACH” (with a red arrow pointing to the second 'Select' link).

At the bottom of the page is a footer: © 2001-2020 Focal Tech, Inc. Site Powered by LunchTime Software.

15. The last screen will ask for your credit card or bank information. When you are done, click on “Process Payment”