

# How to Pay Preschool Tuition Online

1. If you haven't done so already from the registration packet, the green sheet shows you how to create a Parent Portal account on Infinite Campus.
2. Once you are logged into Infinite Campus click on the three lines in the upper left hand corner.
3. Scroll down and click on 'fees'
  - a. Here you should see your monthly fee pop up. (If you don't see it please contact Kaye Raden in our district office so she can assign your fee to your account, 218-387-2271 ex 606)
  - b. Click on the cart symbol to add the fee to your cart
  - c. Then click on the cart at the top of your screen
  - d. If you haven't already done so you can click on 'add payment method' and connect your checking account
  - e. Last click on Submit Payment at the bottom of the screen