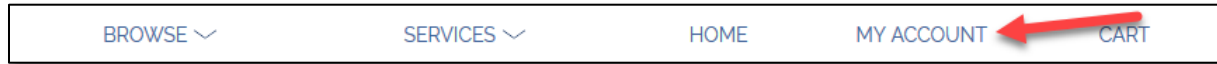
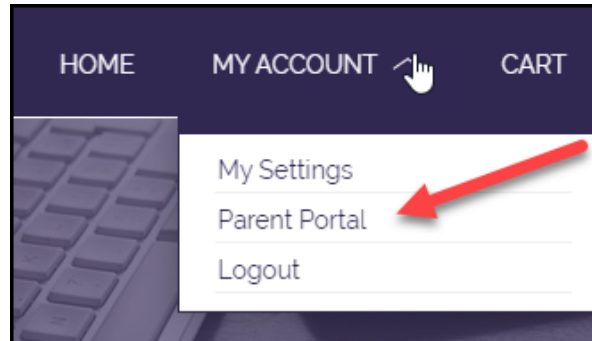


HOW TO MAKE A PAYMENT IN THE PARENT PORTAL

1. Go to your school's Web Store and **LOGIN** using your email address and password.
2. Select **MY ACCOUNT** from the top menu.



3. Select **PARENT PORTAL**.



4. To add a balance to your cart, select the **Shopping Cart** icon (🛒) next to a registration then select the payment option. Repeat this process if you have other balances to add.

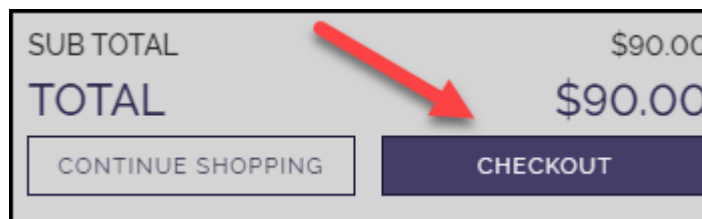


Registrations with Balance

| Student | Class | Balance Due | Card On File | |
|--------------|---|-------------|------------------|---|
| Joseph Lopez | 20/21 Cake Decorating Baking & Pastries | \$20.00 | Visa: 1111 04/24 |  |

A red arrow points to the shopping cart icon in the last column of the table.

5. Once you have added the balance(s) for which you wish to pay to the cart, select **CHECKOUT**.



6. Verify the **PAYMENT METHOD** and select **PLACE ORDER** to complete. *Your order has been placed* will appear to confirm the payment was accepted.