1. Log on to your portal account.

2. Once logged in, choose FEES from the menu on the left.

3. Your household fees will pull up and look similar to this: This will include fees for every student in your household.

4. From here you may either choose select Make Payment (to make your payment online) OR Print (to print off your total bill and either take to the district office or send your payment in the mail.) If you choose to pay your bill in person and not online, you are done. If you are paying online, continue on....
5. If you choose Make Payment, you will be brought to a screen that looks like this:

On this screen, you are able to select the fees you wish to pay. If you want to pay the full amount, click the blue button. By clicking this button, you will add the amount into the payment column. If you wish to pay a different amount (partial payment), put that amount in the payment column. Some items (such as athletic passes, you are unable to change the amount of the payment). Athletic passes must be paid in full prior to being issued.

Note that there are optional items under each student. Select the drop down menu to add these optional items to your bill. (athletic passes, fruit and vegetable cart donation, etc. can be added here.)

You may also add lunch money on this page, as well. As the school year progresses, Infinite Campus will be able to estimate how much lunch money your student needs a month.

We still have 1st Byte available for automatic withdrawls from your bank account to your lunch accounts. Contact Marcia Granzow.

6. Once your payments look the way you want them to, click Continue.
7. After choosing to continue, you’ll arrive at the payment screen. First, you’ll need to add a payment method. You’ll get a pop-up screen that looks like this:

Put your information in for the payment method you wish to add. Credit/Debit cards require account number and CVV code. Checking/Savings account require routing numbers and account numbers.

Be sure to click SAVE. After clicking save, this box will close and you’ll select Continue to complete your payment.

Note that you will be charged a $3.00 convenience charge for your online payment transaction.
8. After payment is complete, you will be able to go back to the FEES page and see the payments have been applied to your statement.

9. That’s it! If you have ordered athletic passes, they may be picked up at the MS/HS office.