If this is your first time using the site

Creating a New Account

From the Online Payment Home Page

1. Click on Sign up button.

Parent Information = Member information or if you are registering multiple people you are the parent of those you will be signing up.

From the Sign up Page

Remember that "Student" refers to members for your organization.

1. Enter the Member ID you received in the email announcing the new platform
2. Enter the last name of the member, repeat the process if you wish to register multiple people. (Remember you need the member ID for anyone you wish to register)
3. Hit the done button when finished

**if signing up multiple people add them at this time, this will give the ability to sign them up for the conference

Understanding the Fee Summary Page

1. After adding yourself, or multiple members of your teams you will be brought to Summary Page that displays all the members you have access to. Each tab represents a member.
2. Each member will have a separate tab that displays a detailed breakdown of each account
3. The amount due will be shown in the Cart total in the top right corner of the window
4. Click on different account icons to view or edit details of your account:
   a. Edit Settings: edit your email, password, or name
   b. Students: = members – add or remove members from your account
   c. My Orders: view past payments on your account

Understanding the Student/Member Account Tab

1. Click on each tab to review individual student/member fees
2. Any notes from SCASBO will appear in Yellow at the top of the screen
3. The default view is School/Membership Fees Due Now, but you can review any future charges or past paid charges as well
4. All items chosen will be shown In Cart and ready to be paid
5. Any additional items available for purchase will be shown here

Printing Student/Member Account Statements

1. Be sure you are in the right student/member if you have multiple tabs
2. Click on the Print Statement Link
3. The Student/Member statement will pop up in another window
4. Print or save the statement to your computer

History of payments and statements are always available on the portal

Printing Payment Receipts

1. Click on the My Orders icon
2. In the Payment History window, select Receipt in the far-right column to print the desired payment receipt.

Viewing the Cart

After you have added all your fees to your shopping cart, click on **VIEW CART** in the top right-hand corner of the screen to review your cart. You are ready to make your payment, click on the **PAY NOW** button.

Cart Total: $333.25   [Pay Now]

Stephanie Rodriguez	Due	Pay	
2014/2015			
General Fees		*$124.00*	
Graduation Fee	$50.00	$50.00	remove
Learning Resource Fee	$55.00	$55.00	remove
Student Agenda	$9.00	$9.00	remove
Student Leadership Fee	$10.00	$10.00	remove
Individual Assessments		*$75.00*	
Football Uniform	$70.00	$70.00	remove
Lock Fee	$5.00	$5.00	remove
Student Payment:		199.00	Update Cart

Alex Town	Due	Pay	
2014/2015			
Course Fees		*$70.25*	
Biology 11 - Lab Fee	$15.00	$15.00	remove
French Workbook 10	$14.50	$14.50	remove
Instrument Rental	$25.00	$25.00	remove
Math 10 Textbook Rental - S2	$15.75	$15.75	remove
General Fees		*$64.00*	
Registration Fee	$45.00	$45.00	remove
Student Agenda	$9.00	$9.00	remove
Student Leadership Fee	$10.00	$10.00	remove
Student Payment:		134.25	Update Cart

Payment Amount: $333.25

Sub Total: $333.25

Total Payment: $333.25

[Pay Now]

Checking Out

Enter Payment Details

Once you are brought to the Payment Details page, select your Payment Type:

Credit Card

Electronic Check – (this is if you are paying with a personal check)

Credit Card Payments

SCASBO is accepting the following types of credit cards

Pay by Credit Card

VISA MasterCard AMEX DISCOVER

Cardholder Name	Jane Pleasantmom
Credit Card Number	1234567891011123
Expiration Date	11 (Nov) ▾ / 2018 ▾
CVD (# on back of card)	123

Payment Amount: $788.00 CDN

Cancel   **Submit Payment**

Paying by Personal Check

ACH Check Payments: This is if you are paying with a Personal Check – If paying with a District Check please use the (District Payment Form) when registering

What is ACH e-Check?

The automated Clearing House (ACH) Network is a secure electronic funds transf3r system. This network provided for the interbank clearing of electronic payments for participating depository financial institutions.

For ACH processing, a customer (you) authorized the merchant (SCASBO) to automatically retrieve payments directly from their checking or savings account for deposit into the SCASBO merchant account

Name on Account	Jane Doe
Account Type	checking ▾
Routing Number	0123468975
Account Number	012346587893456
Check Number	0123

Payment Amount: $829.00

Cancel   **Submit Payment**