

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.

The screenshot shows the "Sign Up" form, which is a two-step process (Step 1/2). The form is divided into three main sections: "Parent Information", "Create Login", and "Confirm Login". The "Parent Information" section has fields for "First Name" (Jane) and "Last Name" (Acom). The "Create Login" section has fields for "E-Mail" (janeacorn@email.com) and "Password". The "Confirm Login" section has fields for "Confirm E-Mail" (janeacorn@email.com) and "Confirm Password". A checkbox is checked, indicating agreement to the "Terms and Conditions". The form has a "Cancel" button and a "Next" button. A green arrow with the number "1" points to the "First Name" field, a green arrow with the number "2" points to the "E-Mail" field, a green arrow with the number "3" points to the checkbox, and a green arrow with the number "4" points to the "Next" 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

Sign Up

Add Students Step 2/2

For each student you would like to add to your account, complete the information below and click Add Student.

1	Student ID	Last Name		2
	<input type="text" value="2357958"/>	<input type="text" value="Connors"/>	<input type="button" value="Add Student"/>	

Student ID	Name	Grade	Remove
2749959	Ian Jones	09	<input type="button" value="x"/>
2749736	Kristen Wong	11	<input type="button" value="x"/>
2749474	Matthew McKinney	12	<input type="button" value="x"/>
2357958	Sarah Connors	09	<input type="button" value="x"/>

3

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

>> Log Off

Happyview School District

CART \$1,307.50

View Cart +

Checkout +

Summary Ian Kristen Matthew Sarah

Manage Cards Edit Settings Students My Orders

SUMMARY
To pay your fees, **click on each student's tab**, and click **Add to Cart** on the items you want to pay now. This will add them to your "cart" for payment. To review or remove items from your cart, click **View Cart**. When complete, click **Checkout** to make your payment.

For details on financial assistance with school fees, [click here](#)

Student ID	Name	Grade	School	Due
2749959	Ian Jones	09	Happyview Secondary School	\$502.00
2749736	Kristen Wong	11	Happyview Secondary School	\$282.50
2749474	Matthew McKinney	12	Happyview Secondary School	\$489.00
2357958	Sarah Connors	09	Happyview Secondary School	\$299.00

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

The screenshot shows a user interface for a student/member account. At the top, there are navigation tabs for 'Summary', 'Ian', 'Kristen', and 'Matthew' (highlighted with a red box and a green circle with the number 1). To the right are icons for 'Edit Settings', 'Students', and 'My Orders'. Below the tabs, a blue header displays 'Matthew McKinney' with ID '2749474' and 'Grade: 12'. To the right of this header are three columns: 'SCHOOL FEES' with a value of '\$289.00', 'ADDITIONAL ITEMS' with '\$0.00', and 'TOTAL DUE' with '\$289.00'. A yellow banner below the header contains a note: 'School Damage Deposits are refunded when withdrawal paperwork has been submitted to the office or the student successfully graduates from grade 12.' (highlighted with a green box and a green circle with the number 2). Below the banner are three tabs: 'School Fees Due Now' (highlighted with a yellow box and a green circle with the number 3), 'Future Charges', and 'Paid'. A 'Print Statement' link is also present. A table lists various fees with columns for 'Due Now', amount, date, and an 'In Cart' status. Two 'Add to Cart' buttons are highlighted with red boxes and a green circle with the number 4. At the bottom, an 'Additional Items' section shows two items: 'Noon Hour Supervision Fee' and 'Yearbook Fee' (highlighted with a green box and a green circle with the number 5).

Due Now			
School Damage Deposit	\$75.00	16-Apr-2012	In Cart
Hot Lunch Program	\$75.00	27-Apr-2012	Add to Cart
Registration Fee	\$45.00	27-Sep-2012	In Cart
Biology 12 - Lab Fee	\$15.00	23-Oct-2012	In Cart
Student Leadership Fee	\$10.00	23-Oct-2012	In Cart
Lock Fee	\$5.00	23-Oct-2012	In Cart
Graduation Fee	\$125.00	8-Nov-2012	Add to Cart
Technology Fee	\$75.00	14-May-2013	In Cart
Student Agenda	\$9.00	23-May-2013	In Cart
Learning Resource Fee	\$55.00	21-Aug-2013	In Cart
Total Due:		\$489.00	

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

Happyview School District

ASHER GREEN
Beta600001678 Grade: 3

SCHOOL FEES \$79.52 **ADDITIONAL ITEMS \$0.00** **TOTAL DUE \$79.52**

[School Fees Due Now](#) [Future Charges](#) [Paid](#) [Print Statement](#)

School Fees	Due Now	
Homeroom 4 - Consumable Cost	\$29.59	In Cart
Homeroom 4 - Material Cost	\$7.82	In Cart
Homeroom 4 - Textbook Rental	\$42.11	In Cart
Total Due:	\$79.52	

Orchard Park Elementary (Beta)
3524 Cornell Avenue, Pleasantville, NJ 07053 (856) 569-0836
10-Mar-2014 08:12 AM
Page 1 of 1

Student Account Summary

To the Parent or Guardian of:
Asher Green
10716 Broadway Street
Pleasantville, NJ 07053

Student ID: Beta600001678
Phone: (856) 511-1732 Grade: 3
Total Due: **\$79.52**

Current Charges	Fee	Paid	Due
2012/2013			
Current Fees			
Homeroom 4 - Consumable Cost	\$29.59	\$0.00	\$29.59
Homeroom 4 - Material Cost	\$7.82	\$0.00	\$7.82
Homeroom 4 - Textbook Rental	\$42.11	\$0.00	\$42.11
Account Total:	\$79.52	\$0.00	\$79.52

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

Happyview School District

CART \$341.43 View Cart Checkout

Summary Olivia James Lora Manage Cards Edit Students My Orders

Payment History

Date	Details	Receipt
8/27/2013 12:43:22 PM	h School ***2486	Receipt
8/27/2013 12:43:22 PM	School ***2486	Receipt
8/27/2013 12:43:22 PM	School ***2486	Receipt
9/19/2013 10:05:05 AM	School	Receipt
9/25/2013 9:12:19 AM	School 732	Receipt

Montreal Middle School (Beta)
Receipt
To the Parent/ Guardian of:
Kennedy Adamson
1027 Zionsville Road
Phoenixville PA 19380
Receipt: 482
Stu ID: Beta500013269
Grade: 8
HR:
Paid: \$15.00 Payment - Check 25-Sep-2013 08:12 AM
Agent: Geneva-middle Date: 732 \$800 P-03
Amount \$15.00
Student: 1027-001 Montreal, Jean Date: 25-Sep-2013

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

Happyview School District CART **\$788.00** View Cart + Checkout +

Summary Matthew **Sarah** Edit Settings Students My Orders

Sarah Connors 2357958 Grade: 09

SCHOOL FEES	ADDITIONAL ITEMS	TOTAL DUE
\$299.00	\$0.00	\$299.00

Payment Details

Choose Payment Type:

Manage Saved Cards

Credit Card
 Electronic Check

Pay by Credit Card

VISA VISA DEBIT MasterCard AMEX DISCOVER

Cardholder Name:

Credit Card Number:

Expiration Date: 01 (Jan) / 2014

CVD (# on back of card):

Payment Amount: \$300.00 US

Cancel Submit Payment

Stephanie Rodriguez Due Pay

2014/2015

General Fees	\$195.00
Individual Assessments	\$5.00

Student Total: \$200.00

Payment Amount: \$300.00

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



Cardholder Name:

Credit Card Number:

Expiration Date: /

CVD (# on back of card):

Payment Amount: **\$788.00 CDN**

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: <input type="text" value="Jane Doe"/>
	Account Type: <input type="text" value="checking"/>
	Routing Number: <input type="text" value="0123468975"/>
	Account Number: <input type="text" value="012346587893456"/>
	Check Number: <input type="text" value="0123"/>
	Payment Amount: \$829.00
	<input type="button" value="Cancel"/> <input type="button" value="Submit Payment"/>