

➤ **SELECTING FEES TO PAY**

- Select Payments;
 - This will allow you to pay your required registration fees, make payments to meal accounts and optional registration fees such as yearbook and/or sports.
- Enter the following amounts you would like to pay:
 - Food Service Account (will post within minutes directly to the meal account)
 - School Fees in bottom section – select any optional fees that apply to each student
- Select Continue

Family

- Messages >
- Discussions >
- Household information >
- Family Members >
- Calendar >
- Fees >
- Payments** >
- Food Service >
- Applications/Forms >
- To Do List >
- User Account
- Account Settings >
- Contact Preferences >
- Access Log >
- Notification Settings >

Stoughton Area
River Bluff Middle School
Stoughton High School

Payments Accepted Payment Methods Payment History

Minimum payment amount is \$5.00

- Fees for the 17-18 school year are due on or before August 17th. Posted Due date is the date the fee was assigned.
- Meal payments made online are typically posted to students' accounts within 15 minutes. Payments made with check or cash must be manually posted and are not available for a minimum of 24 hours.
- Payments **may not** be made via the Mobile Portal App.
- Currently, parking is only available for 11th and 12th grade. See registration webpage for details.

Food Service Account	Balance	*Estimate	Payment
Student 1	\$66.03	N/A	\$ <input type="text"/>
Student 2	\$33.90	N/A	\$ <input type="text"/>
	\$0.00	N/A	\$ <input type="text"/>

* The estimated payment is for one month and is based on the past food service purchases.

Student	Fee	Due Date	Due	Payment
Student 1	CROSS COUNTRY HS Comments: Optional Items <input type="text"/>	07/27/2017	\$40.00	\$ <input type="text"/>
Student 2	Optional Items <input type="text"/>			\$ <input type="text"/>

Total: \$

Continue

➤ SETUP PAYMENT TYPE

➤ Select Add;

- This will allow you to select either a credit/debit card for payment or a checking account number
- Continue
- Enter all requested information (example shown is for a credit card) and SAVE
- Review and confirm information entered and SAVE

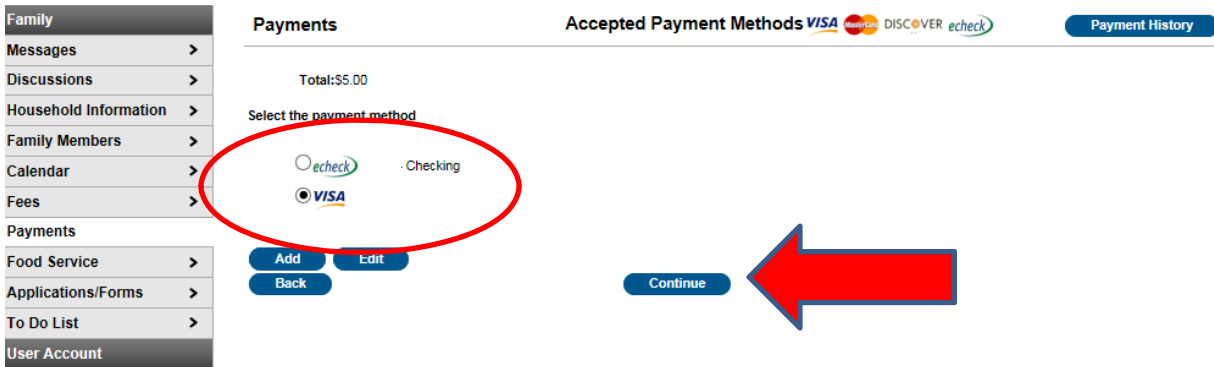
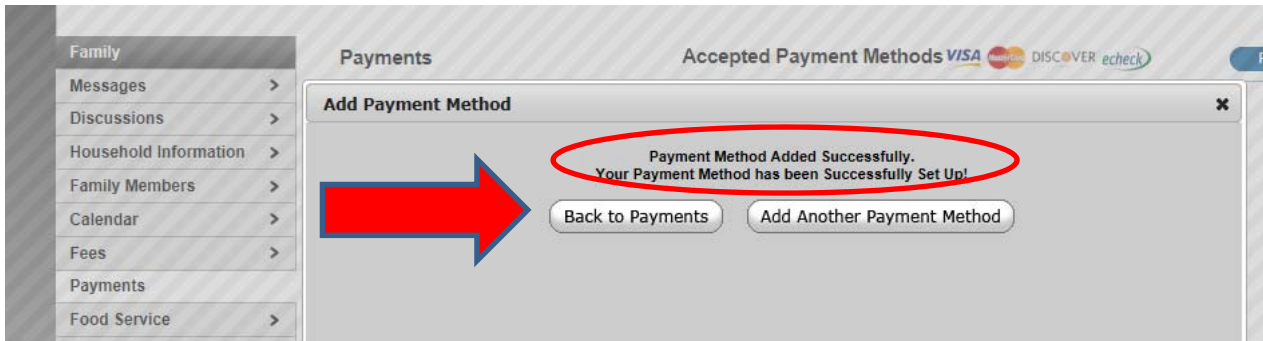
The screenshot shows the 'Payments' page with a sidebar on the left containing menu items like 'Family', 'Messages', 'Discussions', etc. The main content area displays 'Accepted Payment Methods' with logos for VISA, MasterCard, DISCOVER, and echeck. Below this, it shows 'Total:\$5.00' and 'Select the payment method' with a radio button selected for 'echeck' and the label 'Checking'. At the bottom, there are three buttons: 'Add' (circled in red), 'Edit', and 'Continue' (also circled in red).

This screenshot shows the 'Add Payment Method' dialog box. The form fields are circled in red. The fields include: 'Name: (required)', 'Address: (required)', 'City: (required)' (filled with 'Stoughton'), 'State / Zip: (required)' (filled with 'WI / 53589'), 'Account Type' (radio buttons for 'Checking', 'Savings', and 'Credit/Debit Card', with 'Credit/Debit Card' selected), 'Card Number:', 'Expiration Date: (mm yy)', and 'Name Of Cardholder:'. At the bottom of the dialog are 'Back to Payments' and 'Save' buttons. A large red arrow points to the 'Save' button.

This screenshot shows the 'Add Payment Method' dialog box in a confirmation state. The heading 'Please Confirm the Following Information' is circled in red. The form fields are pre-filled with the same information as in the previous screenshot: 'Name:', 'Address:', 'City: Stoughton', 'State / Zip: WI / 53589', 'Account Type: Credit/Debit', 'Card Number:', 'Expiration Date: (mm yy)', and 'Name Of Cardholder:'. At the bottom are 'Back' and 'Save' buttons. A large red arrow points to the 'Save' button.

➤ MAKE THE PAYMENT

- Select back to payments after receiving the “payment method added successfully” message - you have not actually made the payment yet, just added the payment type!!
- Select the payment method you would like to pay with (note: if you paid with a checking account in the past and have now added a credit/debit card, you will see more than one payment option)
- Select CONTINUE







➤ CONFIRM THE PAYMENT

- Enter your email address to receive a confirmation of your payment.

- Family
- Messages >
- Discussions >
- Household Information >
- Family Members >
- Calendar >
- Fees >
- Payments
- Food Service >
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- To Do List >
- User Account
- Account Settings >

Payments

Accepted Payment Methods    


[Payment History](#)

Confirmation

Please confirm your payment choices and payment type.

Student	Calendar	Fee	Payment
Student 1	17-18 Stoughton High School	CROSS COUNTRY HS	\$5.00
	17-18 Stoughton High School	CROSS COUNTRY HS	Sundefined.00

Total: \$5.00

Payment Method: 


Receipt email address:

[Back](#)

[Make Payment](#)

- Family
- Messages >
- Discussions >
- Household Information >
- Family Members >
- Calendar >
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Payments

Accepted Payment Methods    

[Payment History](#)


Payment Receipt

Your payment is complete. Please print this receipt for your records.

Date: 7/27/2017 11:08 AM

Reference #: _____

Student	Calendar	Fee	Payment
Student 1	17-18 Stoughton High School	CROSS COUNTRY HS	\$5.00
	17-18 Stoughton High School	CROSS COUNTRY HS	Sundefined.00

Payment Method: 

Total: \$5.00

Thank you for your payment!

[Back To Payments](#)

[Print](#)