# Directions for Making Payments During Online Registration 2017-18

Fee Payment is the last step of Online Registration. If you do not want to pay at this time OR you want to pay with cash or check, you MUST still open the step and then mark the step as Complete. You can mail or drop off a payment at the school your child(ren) will attend in the fall after August 2nd. Building secretaries are not in the office during the summer so we are unable to accept payments until that date. **Registration is not considered complete until all fees are paid.**

When you click on **Pay Fees and Add Money to Lunch Account** you will be sent to the Web Store where you will be able to make payments and add money to food service accounts for all of your children in one transaction using a debit or credit card. Select your child's name.
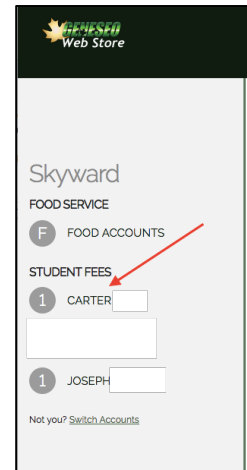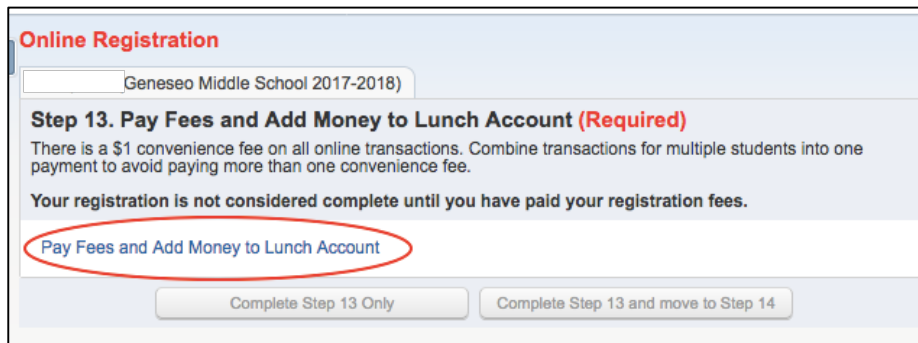

After selecting your child's name from the left hand side, either enter the amount that you want to pay in the box or select the fee amount and then ADD TO CART.
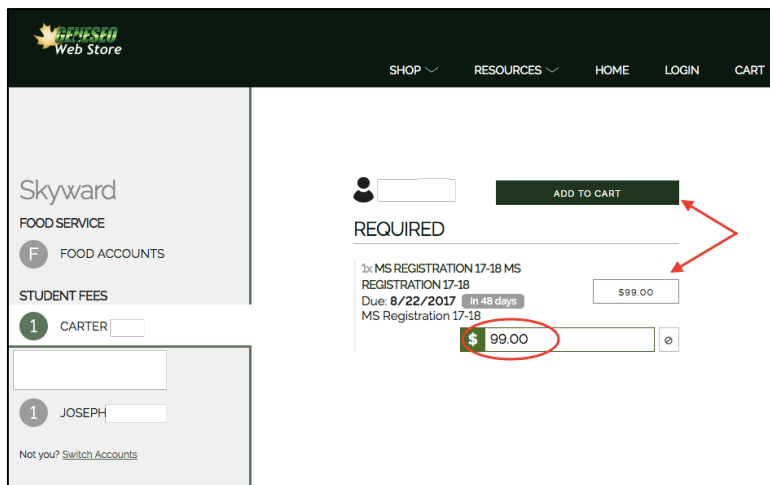
NOTE: The amount due is based on your child's lunch status at the end of the previous school year. If you have submitted a Food Service Application and are awaiting notification of approval/denial, do **NOT** pay your fees at this time. Wait until you have received notification regarding your free/reduced status to pay. Notification will not be made until after August 1, 2017. If you are Direct Certified, do NOT complete a Food Service application. **Fees and discounts may be adjusted throughout the year based on your Lunch Status.**

If you have more fees to pay, including lunch fees or registration fees for another child, select CONTINUE SHOPPING. If you are complete then select CHECKOUT.

To add money to a lunch account, select FOOD ACCOUNTS from the left hand side and then enter the amount you would like to add to the account. Next select ADD TO CART at the bottom of the page. Select either CONTINUE SHOPPING or CHECKOUT.
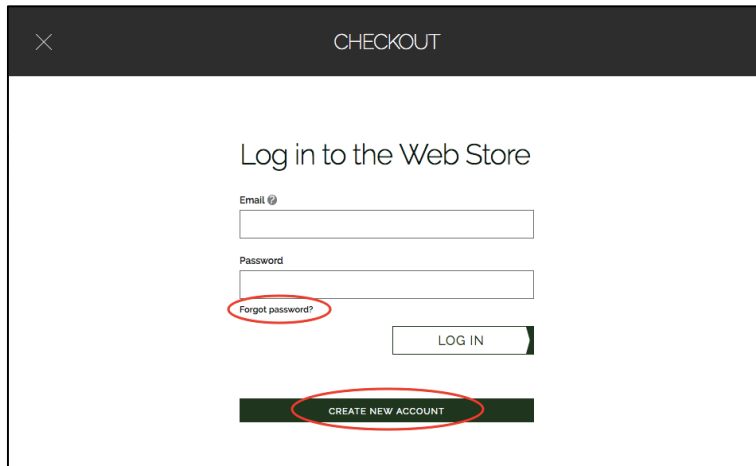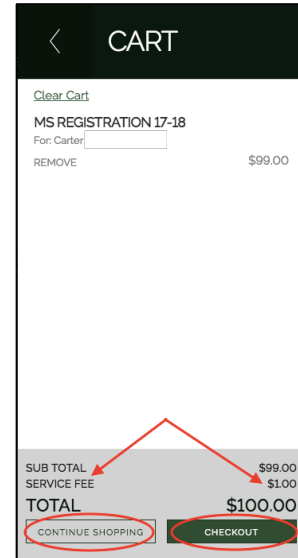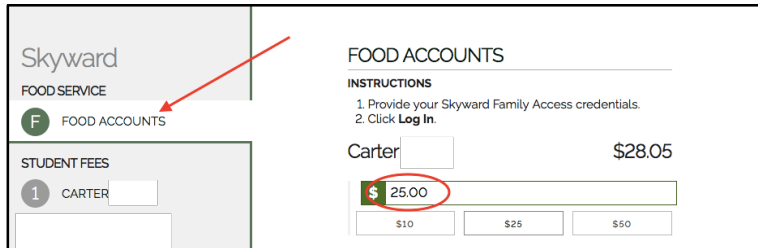
After selecting CHECKOUT, you will be taken to the login page for the Web Store. You will use the same login and password that you have used in the past to make online payments. If you do not have an account, select Create New Account. If you do not know your password, select Forgot Password?

Verify that Billing Information, Payment Information and the items you are paying for are correct and then select PLACE ORDER. You should receive an email confirmation that your order has been placed.

NOTE: A $1 Service Fee is added to every transaction. You can pay for multiple items in one transaction to avoid paying more than one fee.