

## Online Payment Function in Parent Portal

This service provides parents the convenience of depositing money into student **meal and fine/fee** accounts using a credit card or debit card. To process these payments the District uses a secure online payment processing service called PayPal. Please note that by using PayPal, the District does not have access to any of your credit or bank card information.

Fort Zumwalt School District offers this service as a convenience to parents and a nominal fee will be added to each online payment to cover the processing cost. *See convenience fee chart below.*

To make online payments, you must have a parent portal account. Contact any of our schools to obtain an enrollment form and create a parent portal account.

### Online Payment Instructions:

- Sign on to the Parent Portal and select the “Meals” tab.
- Click the “Online Payment” button.
- Enter the amount to deposit next to each student listed. ***(meal accounts and fine/fee accounts are separate, so be careful to ensure your payment is going where you intend)***
- The convenience charge will be displayed and added to your transaction total.
- When ready, click “Proceed to Verification Step” button.
- Verify your information and click “Proceed to PayPal” to complete the payment. If you need to make changes click “Go Back to Previous Screen”.
- In the PayPal screen, you will have the option to enter your credit/debit card information for this transaction or you can sign in to your personal PayPal account to make the payment. *(The benefit of using your PayPal account is that you won't need to reenter your payment information every time you make a payment.)*
- Once complete, an email will be sent to you from PayPal indicating your transaction was successful.
- To resume your Parent Portal session, simply close the PayPal window.
- For best results, use Internet Explorer in compatibility mode and turn off the pop up blocker.