



How to make payments through the Campus Parent Portal






1. Sign on to the Campus Parent Portal.
2. Click on the “Payments” option from the menu on the left side.
3. All fees will display for all students within your household.
4. For more information about a fee, click on the dark blue plus sign next to its description.
5. To start the payment process, click the “Select full amount” button next to the item you want to pay for. The dollar amount will appear in the payment box.

6. Click “Continue.” If you already have a credit card registered, please skip to step 8. If not, you will be prompted to register your card before you can make a payment. Fill out all required areas and click “Save” (see below).

7. After clicking "Save," you will be asked to verify that the payment information you entered is correct. Review, Confirm and Save your payment information. You now have entered your payment info; **you still have to actually PAY by clicking "Back to Payments."**
8. The next page that appears has the total of your bill and your selected method of payment (with some parts blocked out for security reasons). Click “Continue” to process your payment.

9. Almost Done! Now you come to the Confirmation Page. Review your information once more and click “Make Payment” to finalize your payment.

Payments

Accepted Payment Methods   DISCOVER  [About Online Payments](#)

Confirmation

Please confirm your payment choices and payment type.

Fees	Calendar	Description	Fee Type	Payment
	11-12 South High School	PSAT Exam - South High		\$24.00

Total: \$24.00




Payment method: XXXXXXXXXXXX MASTERCARD

The receipt will be emailed to
[Enter or change the email address for the receipt](#)

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10. After the transaction has been processed, the Payment RECEIPT will appear. If you have an email address on file with the school district, a copy of the receipt will be sent to your email address. You also have the option to print a copy of the receipt.

Payments

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Payment Receipt

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

A copy of this receipt has been sent to your email address:

Thu Sep 15 12:03:22 GMT-0400 2011

Transaction Reference: 41274293

Payment method: XXXXXXXXXXXX MASTERCARD

Fees	Calendar	Description	Fee Type	Payment
	11-12 South High School	PSAT Exam - South High		\$24.00

Total: \$24.00

Thank you for your payment

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