How to Pay Your Fees in Your Parent Portal (My Cart)

The Fees tool provides a list of all fees assigned to you. Fees may include things like a lab fee for a science course, a fee for a field trip or the cost of an athletic activity. Fees that are still owed and fees that were paid appear in this list, followed by the ongoing balance for all fees.

Where do I go to view and pay fees?

The Fees tool is available in the outline on the left.

How do I Pay a Fee?

The option to pay fees (Add to Cart) does not display for everyone. This option is only available if your school uses this feature.

1. Select Fees.
2. Select Add to Cart next to the Fee you want to pay.
3. Select My Cart.
4. Select the Payment Method you want to use and enter an Email Address for Receipt (optional).
5. Select Submit Payment.

How do I find unpaid fees?

Select Unpaid in the Type dropdown list.
How do I pay Optional Fees?
Optional fees are fees that are not assigned to you directly. This could be things like parking stickers, donations to the school, school supplies, etc. Optional Fees are paid using the Optional Payments tool. While adding Fees to My Cart, you can click the Optional Payments button to get to the Optional Payments tool.

How do I find fees I already paid?
Select Paid in the Type dropdown list.

Pay a Fee

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select Fees.</td>
</tr>
</tbody>
</table>

Result
The Fees screen displays and automatically displays any unpaid fees for the current school year. If you are using Campus Parent and have access to multiple students, be sure to select the correct student/person in the Person dropdown list. Selecting All allows you to see Fees assigned to everyone in your household.
### Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Due Date</th>
<th>Person</th>
<th>Fee Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kennedy Activities</td>
<td>09/17/2019</td>
<td>Smith, Molly E</td>
<td>150.00</td>
</tr>
<tr>
<td>Kennedy Year Book Fee</td>
<td>09/17/2019</td>
<td>Smith, Molly E</td>
<td>10.00</td>
</tr>
<tr>
<td>FS Classroom Healthy Treat</td>
<td>09/30/2019</td>
<td>Smith, Jennifer L</td>
<td>20.00</td>
</tr>
</tbody>
</table>

**Total Dues:** $180.00

Select **Add to cart** next to the Fee you want to pay.

**Tips**
If your school allows you to partially pay a fee, click the arrow and select **Partial Amount**. Enter the amount you want to pay then click **Add to Cart**.

You can add additional Fees before checking out. You can also add **Food Service** payments.

**Result**
Campus puts the Fee in your cart and updates the total items and cost.

**Tip:** Partial Payments

Select **My Cart**.

**Result**
The **Checkout** screen displays. All items added to your cart display. You can click the **Remove** button if you do not want to pay for an item at this time.

Tip: Partial Payments
You can change how much you want to pay in the Amount field.

<table>
<thead>
<tr>
<th>FEE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kennedy Year Book Fee</td>
<td>$10.00</td>
</tr>
<tr>
<td>Kennedy Activities</td>
<td>$150.00</td>
</tr>
</tbody>
</table>

4. Select the Payment Method you want to use and enter an Email Address for Receipt (optional). Click the Add Payment Method button if the card or account you want to use is not set up. This option allows you to enter a new Payment Method then returns you to this screen.

5. Select Submit Payment.
Result
A confirmation message displays. Click **OK**. The Receipt screen displays.
Click the **Print** button to print a copy of the receipt.