

Setting up Recurring payment in e~Funds

Once a parent has selected the student they would like to pay fees for, there are two ways to edit the amount of the fee.

Click on ADD ALL FEES and add all outstanding fees to the cart at one time.

Activity Participation HS	
Activity Participation HS	Due Date: 2018-08-06 Amount Due: \$65.00
Activity Pass	
Activity Pass	Due Date: 2018-08-06 Amount Due: \$20.00
Catastrophic Insurance	
Catastrophic Insurance Required if student participates in Athletics/Cheer	Due Date: 2018-08-06 Amount Due: \$6.00
Instr Materials/Resources 6-12	
Instructional Materials/Resources 6-12 Instructional Materials/Resources	Due Date: 2018-08-06 Amount Due: \$75.00
Yearbook	
Yearbook	Due Date: 2018-08-06 Amount Due: \$50.00
ADD ALL FEES	Student Fee Total: \$0.00

Select the fee to add to the recurring payment.

Clear the default amount and enter the amount to pay, then click on UPDATE CART. Repeat these steps for any additional fees in the recurring payment.

Cart
Braden Allen Activity Pass \$20.00
Braden Allen Catastrophic Insurance \$6.00
Braden Allen Yearbook \$50.00
Braden Allen Instructional Mater \$75.00
Braden Allen Activity Participat \$65.00
Subtotal

Student Fees
← GO BACK
Activity Pass
<u>20.00</u>
Max: \$20.00 Due Date: 2018-08-06
UPDATE CART

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Option 2

Click on the fee to add to recurring payment.

Activity Participation HS
Activity Participation HS
Due Date: 2018-08-06 | Amount Due: \$65.00

Activity Pass
Activity Pass
Due Date: 2018-08-06 | Amount Due: \$20.00

On the next screen clear the default amount.

Student Fees

← GO BACK

Activity Participation HS

65.00

Due Date: 2018-08-06

ADD TO CART

Enter the amount to pay and click ADD TO CART.

Student Fees

← GO BACK

Activity Participation HS

6.50

Due Date: 2018-08-06

The adjusted amount shows in the cart.

Student Fees

Braden Allen
→ BACK TO STUDENTS

Activity Participation HS
Activity Participation HS
Due Date: 2018-08-06 | Amount Due: \$65.00 | Mir: \$6.50

Activity Pass
Activity Pass
Due Date: 2018-08-06 | Amount Due: \$20.00

Cart

Braden Allen Activity Participation HS
\$6.50

Subtotal \$6.50

BEGIN CHECKOUT