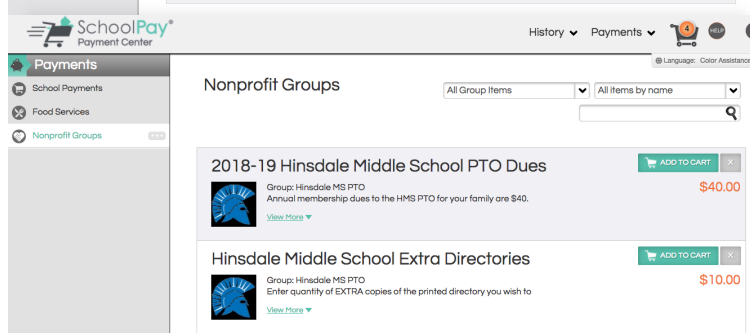
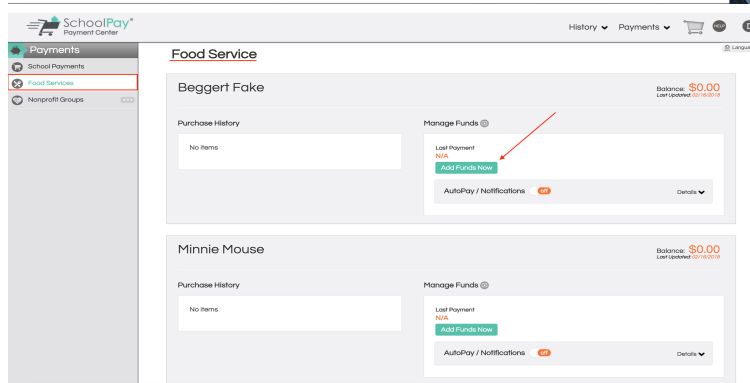
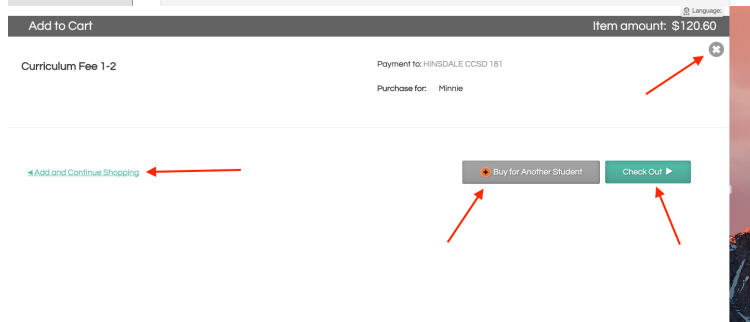
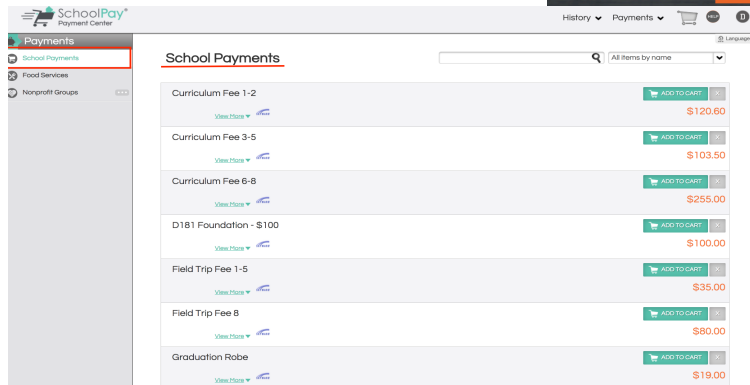




CCSD 181 – SchoolPay Fee Payment System



1. School Payments

- The **School Payments** tab will include **all of the district's required and optional fees** for your child(ren).
- Click **Add to Cart** for an item

After clicking **Add to Cart** for an item, there are a series of options to follow. These include **Add and Continue Shopping**, **Buy for Another Student**, **Checkout** and **Cancel** (the "X").

You will click **Add and Continue Shopping** until **all your items** from the three tabs have been added to your cart.

2. Food Service – MIDDLE SCHOOL ONLY

- This is where the option is to **Add Funds** for food services for **MIDDLE SCHOOL STUDENTS ONLY**.

3. Nonprofit Groups

- The last tab is labeled **Nonprofit Groups**, which is where the **PTO items** can be found. Be sure to scroll through each item to add all you need to the cart.



Add a Child to your Account

The screenshot shows the SchoolPay Payment Center interface. The top navigation bar includes 'History', 'Payments', and a user profile icon. The left sidebar has 'Payments', 'Profile', and 'Student Management' sections. The main content area shows 'School Payments' with a search bar and a list of items, including 'Curriculum Fee 1-2'. Below this is the 'Student Management' section, which lists existing students: 'Beggert Fake' and 'Minnie Mouse'. A red box highlights the '+ Add New Student' button. The bottom section shows the 'Add Student' form, which includes fields for 'Select your student's school type' (Public School, Charter School, Independent School), 'Please type the name of your school district' (HINSDALE CCSD 181), 'Please select your school' (Walker Elementary School), and 'Student ID' (96058) and 'Last Name' (Mouse). A red box highlights the 'Add Student' button.

1. Click Circle with Letter, **D**, in upper right corner.
2. Click on Profile Management
3. Click Student Management
4. Click Add New Student
5. Type District Name – HINSDALE CCSD 181
6. Highlight School
7. Type Child's Other ID – found in Skyward Family Access->Student Information Menu
8. Type Child's Last Name
9. Click Add Student
10. Click Circle with Letter, **D**, in upper right corner.
11. Click Home

History of Purchases

The screenshot shows the SchoolPay Payment Center interface. The top navigation bar includes 'History', 'Payments', and a user profile icon. The left sidebar has 'Payments', 'Profile', and 'Student Management' sections. The main content area shows 'School Payments' with a search bar and a list of items, including 'Curriculum Fee 1-2'. Below this is the 'History of Purchases' section, which includes a search bar and a list of items. A red box highlights the 'History' button in the top navigation bar. The bottom section shows the 'Search Orders' form, which includes fields for 'Start Date' (01/23/2018), 'End Date' (02/21/2018), 'Order #', 'Transaction #', 'Select Payment Method', 'Item Viewing Variables', 'Enter Keyword for Item Search', and 'Select Student'. A red box highlights the 'Search' button.

1. Easily view Items, Transactions, and Food Service Purchases.
 - a. Click History
 - b. Click on an option
2. Search by Date Range, Payment Method, or by Student.
3. Click Search