CCSD 181 – SchoolPay
Fee Payment System

1. School Payments
   a. The School Payments tab will include all of the district’s required and optional fees for your child(ren).
   b. 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
   a. This is where the option is to Add Funds for food services for MIDDLE SCHOOL STUDENTS ONLY.

3. Nonprofit Groups
   a. 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

1. Click Circle with Letter, 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, in upper right corner.
11. Click Home

History of Purchases

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