

School Online Payments

Parent User Guide

Copyright Rycor Solutions Inc. 2015

Table of Contents

Table of Contents	2
Create a New Parent Account	3
Sign Up - Parent Information	4
Sign Up - Add Students	5
Understanding the Fee Summary Page	6
Understanding the Student Account Tab	7
Printing Student Account Statements	8
Printing Payment Receipts	9
Adding Fees to the Cart	10
Viewing the Cart	11
Making a Partial Payment	12
Checking Out	13
Check your E-mail for Online Payment Receipt	16

Create a New Parent Account

From the Online Payment Home Page

1. Click on the **Sign Up** button.



Login

E-mail

Password

[Forgot Password?](#)

Sign Up - Parent Information

The screenshot shows a web form titled "Sign Up" with a progress indicator "Step 1/2". The form is divided into sections: "Parent Information", "Create Login", and "Confirm Login".

- 1** (Parent Information): First Name (Jane), Last Name (Acom).
- 2** (Create Login): E-Mail (janeacom@email.com), Password (masked).
- 2** (Confirm Login): Confirm E-Mail (janeacom@email.com), Confirm Password (masked).
- 3**: A checkbox is checked, with the text "I have read and agree to the [Terms and Conditions](#) of this site."
- 4**: A "Next" button is highlighted with a red border, and a "Cancel" button is visible to the left.

From the Sign Up Window:

1. Enter your (the parent's) **First Name** and **Last Name**.
2. Enter and confirm your **E-Mail** address and select and confirm a **Password**.
3. Check the box, 'I have read and agree to the Terms and Conditions of this site'.
4. Click **Next**.

Sign Up - Add Students

Sign Up

Add Students Step 2/2

For each student you would like to add to your account, complete the information below and click Add Student.

1

Student ID	Last Name	Add Student
2357958	Connors	

2

Student ID	Name	Grade	Remove
2749959	Ian Jones	09	✕
2749736	Kristen Wong	11	✕
2749474	Matthew McKinney	12	✕
2357958	Sarah Connors	09	✕

Back

3

Done

From the Sign Up Page:

1. Type in the **Student ID** and **Last Name**.
2. Click on **Add Student**. The student record will appear below if there is a match. Repeat steps 1-2 for each student you need to add. If the student record is not correct, click on the red 'X' in the Remove column to remove the record from the student
3. Click **Done** when finished.

Understanding the Fee Summary Page

Naperville 203
Community Unit School District

>> Log Off

3 **CART** **\$1,307.50** **View Cart** **Checkout**

2 **Summary** **Ian** **Kristen** **Matthew** **Sarah**

4 **Manage Cards** **Edit Settings** **Students** **My Orders**

SUMMARY
To pay your fees, **click on each student's tab**, and click **Add to Cart** on the items you want to pay now. This will add them to your "cart" for payment. To review or remove items from your cart, click **View Cart**. When complete, click **Checkout** to make your payment.

For details on financial assistance with school fees, [click here](#)

Student ID	Name	Grade	School	Due
2749959	Ian Jones	09	Happyview Secondary School	\$502.00
2749736	Kristen Wong	11	Happyview Secondary School	\$282.50
2749474	Matthew McKinney	12	Happyview Secondary School	\$489.00
2357958	Sarah Connors	09	Happyview Secondary School	\$299.00

1. After adding all students, you will be brought to a Summary Page that displays the outstanding balance for each student attached to your parent account.
2. Each student will also have their own separate tab that displays a detailed breakdown of fees on individual accounts.
3. The total amount due for all children will appear in the **CART** total in the top right corner of the window.
4. Click on different Account icons to view or edit details of your parent account:
 - > **Manage Cards** - if your School District offers pre-authorized payments plans, then you can add and edit credit card information here.
 - > **Edit Settings** - edit your e-mail, password, or name.
 - > **Students** - add or remove students from your account.
 - > **My Orders** - view past payments on your account.

Understanding the Student Account Tab

The screenshot shows the 'Student Account Tab' for Matthew McKinney. At the top, there are navigation tabs for 'Summary', 'Ian', 'Kristen', and 'Matthew' (highlighted with a red box and callout 1). To the right are icons for 'Edit Settings', 'Students', and 'My Orders'. Below the tabs is a summary bar showing 'Matthew McKinney' (ID: 2749474, Grade: 12), 'SCHOOL FEES \$289.00', 'ADDITIONAL ITEMS \$0.00', and 'TOTAL DUE \$289.00'. A yellow note (callout 2) states: 'School Damage Deposits are refunded when withdrawal paperwork has been submitted to the office or the student successfully graduates from grade 12.' Below this are tabs for 'School Fees Due Now' (highlighted), 'Future Charges', and 'Paid' (callout 3). A 'Print Statement' link is also present. A table of 'Due Now' fees is shown, with 'Add to Cart' buttons for 'Hot Lunch Program' and 'Graduation Fee' (callout 4). The total due is \$489.00. At the bottom, the 'Additional Items' section shows 'New Items' and two optional fees: 'Noon Hour Supervision Fee 2013/2014' and 'Yearbook Fee 2013/2014' (callout 5).

1. Click on each tab to review individual student fees.
2. Any notes from the school or district will appear in yellow at the top of the screen.
3. The default view is **School Fees Due Now**, but you can also view **Future Charges** and past **Paid**.
4. Depending on the setup of your district's online payment website, mandatory school fees may already been added to the shopping cart automatically, or you may have the option of choosing which fees to add to the cart.
5. At the bottom of the window is a section called **Additional Items**, which are optional fees that can be added to a shopping cart. These fees are not included in a student's outstanding balance until added to the cart.

Printing Student Account Statements

Parent Account > Specific Student tab

You can print and save student account statements to your computer for any child attached to your parent account.

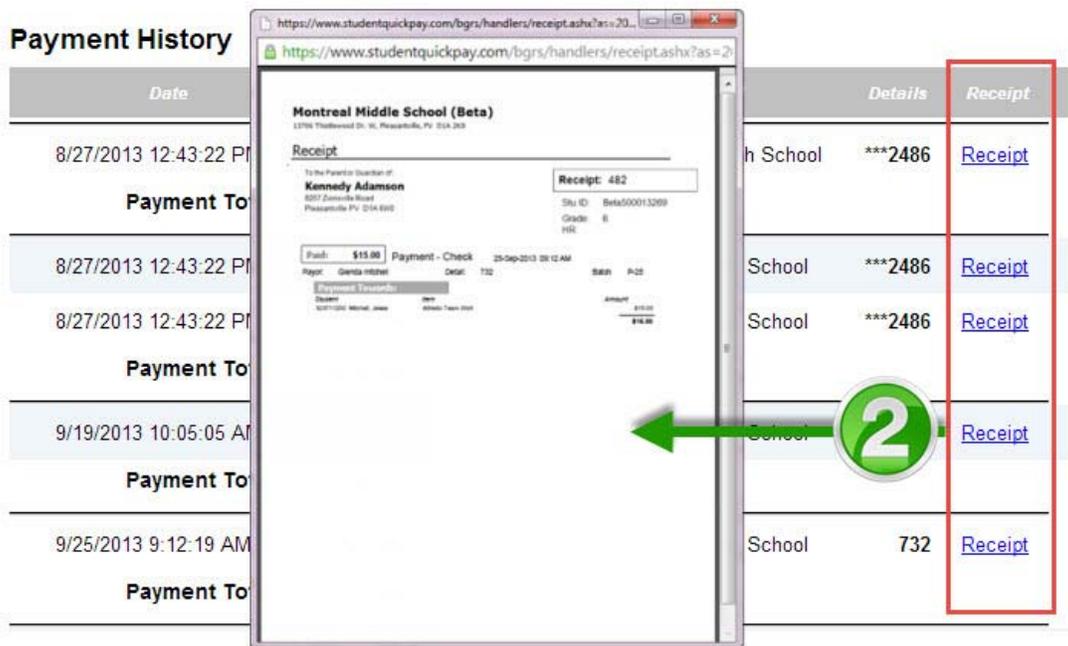
The screenshot shows the Naperville 203 parent account interface. The 'Asher' student tab is selected. A 'Print Statement' link is highlighted with a red box and a green arrow pointing to a second window. The second window displays the 'Student Account Summary' for Orchard Park Elementary (Beta) for Asher Green, with a 'Print' button highlighted in the bottom toolbar.

1. Navigate to the appropriate student tab.
2. Click on the **Print Statement** link.
3. The student account statement will pop-up in another window.
4. Print or save the statement to your computer.

Printing Payment Receipts

[Parent Account > My Orders](#)

You can print and save payment receipts from the online payment website.



1. Click on the **My Orders** icon.
2. In the Payment History window, select **Receipt** in the far-right column to save or print the desired payment receipt.

Adding Fees to the Cart

Mandatory school fees may or may not already be in a parent's shopping cart. These settings are determined by the school district and will vary.

The screenshot shows the Rycor School Online Payments interface for a student named Matthew McKinney (ID: 2749474, Grade: 12). The cart summary shows School Fees of \$205.00, Additional Items of \$0.00, and a Total Due of \$205.00. A yellow banner indicates that School Damage Deposits are refunded upon withdrawal or graduation. The 'School Fees Due Now' section lists various fees with their amounts and due dates. Fees marked 'In Cart' include School Damage Deposit, Registration Fee, Biology 12 - Lab Fee, Student Leadership Fee, Lock Fee, and Learning Resource Fee. Fees with 'Add to Cart' buttons include Hot Lunch Program, Graduation Fee, Technology Fee, Student Agenda, and Yearbook Fee. The 'Additional Items' section shows buttons for 'Noon Hour Supervision Fee' and 'Yearbook Fee'. Three numbered callouts (1, 2, 3) highlight specific elements: 1 points to 'In Cart' status, 2 points to 'Add to Cart' buttons, and 3 points to the 'Additional Items' section.

	Due Now		
School Damage Deposit	\$75.00	16-Apr-2012	In Cart
Hot Lunch Program	\$75.00	27-Apr-2012	Add to Cart
Registration Fee	\$45.00	27-Sep-2012	In Cart
Biology 12 - Lab Fee	\$15.00	23-Oct-2012	In Cart
Student Leadership Fee	\$10.00	23-Oct-2012	In Cart
Lock Fee	\$5.00	23-Oct-2012	In Cart
Graduation Fee	\$125.00	8-Nov-2012	Add to Cart
Technology Fee	\$75.00	14-May-2013	Add to Cart
Student Agenda	\$9.00	23-May-2013	Add to Cart
Learning Resource Fee	\$55.00	21-Aug-2013	In Cart
Total Due:	\$489.00		

Additional Items

- New Items
- Noon Hour Supervision Fee 2013/2014
- Yearbook Fee 2013/2014

1. Fees that say **In Cart** will contribute to a student's outstanding balance.
2. Fees that have the **Add to Cart** button next to them must be added to the cart before they can be paid for. As soon as you click on the Add to Cart button, the CART total will automatically update to reflect the new balance.
3. Fees that appear as buttons in the **Additional Items** area are optional and must be added to the cart before they can be purchased. After you click on the button, a confirmation box will pop-up and prompt you to add the fee to your cart.

Viewing the Cart

After you have added all fees to your shopping cart, click on **View Cart** in the top right-hand corner of the screen to review your cart. Depending on the payment settings of your school district, you may, or may not be allowed to remove mandatory fees from your cart. If you see **remove** buttons next to each fee, you can click on them and your Student Total will adjust accordingly. Once you are ready to make payment, click on the **Pay Now** button.

Cart Total: \$333.25
Pay Now

Stephanie Rodriguez Due Pay

2014/2015

General Fees	\$124.00	
Graduation Fee	\$50.00	\$50.00
Learning Resource Fee	\$55.00	\$55.00
Student Agenda	\$9.00	\$9.00
Student Leadership Fee	\$10.00	\$10.00
Individual Assessments	\$75.00	
Football Uniform	\$70.00	\$70.00
Lock Fee	\$5.00	\$5.00

Student Payment: 199.00
Update Cart

Alex Town Due Pay

2014/2015

Course Fees	\$70.25	
Biology 11 - Lab Fee	\$15.00	\$15.00
French Workbook 10	\$14.50	\$14.50
Instrument Rental	\$25.00	\$25.00
Math 10 Textbook Rental - S2	\$15.75	\$15.75
General Fees	\$64.00	
Registration Fee	\$45.00	\$45.00
Student Agenda	\$9.00	\$9.00
Student Leadership Fee	\$10.00	\$10.00

Student Payment: 134.25
Update Cart

Payment Amount: \$333.25

Sub Total: \$333.25

Total Payment: \$333.25

Pay Now

Making a Partial Payment

If partial payments are an option made available by your School District, you can choose to pay for a portion of school fees if you do not wish to pay the full amount.

- When viewing your cart total, you can delete the amount in the green Student Payment box for each student, and change it to another amount.

Cart Total: \$155.25 **Pay Now**

Alex Town

	Due	Pay	
2014/2015			
Course Fees		\$70.25	
Biology 11 - Lab Fee	\$15.00	\$15.00	<input type="button" value="remove"/>
French Workbook 10	\$14.50	\$14.50	<input type="button" value="remove"/>
Instrument Rental	\$25.00	\$25.00	<input type="button" value="remove"/>
Math 10 Textbook Rental - S2	\$15.75	\$15.75	<input type="button" value="remove"/>
General Fees		\$85.00	
Activity Card	\$5.00	\$5.00	<input type="button" value="remove"/>
Student Activity Fee	\$70.00	\$70.00	<input type="button" value="remove"/>
Student Leadership Fee	\$10.00	\$10.00	<input type="button" value="remove"/>
Student Payment:		<input type="text" value="100.00"/>	<input type="button" value="Update Cart"/>
Payment Amount:		\$155.25	
		Sub Total: \$155.25	
		Total Payment: \$155.25	

Pay Now

- Click on the **Update Cart** button to update your total payment amount. Payments will be applied to fees based on a priority ranking system determined by the School District.
- Click on the **Pay Now** button when ready to provide payment.

Checking Out

After reviewing each student tab, click the **Checkout** button in the top right-hand corner of the window to pay for school fees. If you are viewing fees from the Cart, click the **Pay Now** button to checkout.

Enter Payment Details

Once you are brought to the Payment Details page, select your **Payment Type**:

- Credit Card

Payment Details

Choose Payment Type:

[Manage Saved Cards](#)

- Credit Card

Pay by Credit Card



Cardholder Name

Credit Card Number

Expiration Date 01 (Jan) / 2014

CVD (# on back of card)

Payment Amount: **\$300.00 US**

[Cancel](#)

[Submit Payment](#)

Stephanie Rodriguez

Due Pay

2014/2015

General Fees \$195.00

Graduation Fee	\$50.00	\$50.00
Learning Resource Fee	\$55.00	\$55.00
September - Hot Lunch Program	\$25.00	\$25.00
Sr. Registration Fee	\$55.00	\$55.00
Student Leadership Fee	\$10.00	\$10.00

Individual Assessments \$5.00

Lock Fee	\$5.00	\$5.00
----------	--------	--------

Student Total: \$200.00

Alex Town

Due Pay

2014/2015

Course Fees \$40.00

Biology 11 - Lab Fee	\$15.00	\$15.00
French Workbook 10	\$14.50	\$0.00
Instrument Rental	\$25.00	\$25.00
Math 10 Textbook Rental - S2	\$15.75	\$0.00

General Fees \$60.00

Activity Card	\$5.00	\$0.00
Student Activity Fee	\$70.00	\$50.00
Student Leadership Fee	\$10.00	\$10.00

Student Total: \$100.00

Payment Amount: \$300.00

Credit Card Payments

Your School District determines which credit card companies they will accept payments from. If you do not see the logo of your credit card on your school district payment website, it means this method is not accepted.

Pay by Credit Card

Cardholder Name

Credit Card Number

Expiration Date /

CVD (# on back of card)

Payment Amount: **\$788.00 CDN**

Check your E-mail for Online Payment Receipt

After you have successfully submitted your payment, you should check your e-mail for an electronic receipt that will look similar to the image below.

The email will be sent from **StudentQuickPay.com** and the Subject will be 'School Payment Receipt/ Confirmation'.

If you do not receive an e-mail within half an hour of payment, you should first check your Spam folder and also ensure that you are checking the correct e-mail account that is attached to your online payment parent account.

If the receipt is not in your Spam folder and you are certain you are checking the correct e-mail account, please click on the link for **Technical Support for Parents** located at the bottom of every online payment page and send an e-mail to the address provided.

Receipt / Confirmation

Thank you! Please find below the details of your transaction.

Please print and retain this email for your records.

This receipt / confirmation has been emailed to

Stephanie Rodriguez	Due	Paid
School Fees		\$64.00
Sr. Registration Fee	\$55.00	\$55.00
Student Agenda	\$9.00	\$9.00
	Student Total:	\$64.00
Matthew Sadres	Due	Paid
School Fees		\$27.00
ECS Registration Fee	\$7.00	\$7.00
Jr. Activity Fee	\$20.00	\$20.00
	Student Total:	\$27.00
	Cart Total:	\$91.00
		Payment Amount:\$91.00

School Receipt:

ReceiptID: Ref#: 123456789012345678

AMOUNT: 91.00

Response Code: 00 Auth: 123456 Time: 1/23/2015 10:18:06 AM

Date Code: 1/23/2015 10:18:06 AM Type: 00

Card Type: VISO Code: Trx#: 123456_78 AVS#: null CVD: null