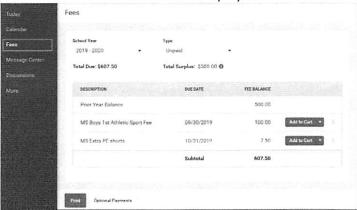
Online Payment in Campus Portal



Campus Portal allows parents & students the ability to pay for student fees and/or purchase activity passes for the current year via Credit Card or echeck. If you need assistance getting logged into your portal account, please email portalhelp@jcschools.us.

To use this feature, select the <u>Fees</u> option on the left side menu in your Portal account. A list of any unpaid fees to all students in the household will display.



How do I pay for 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.

- 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 purchase an Activity Pass for my student?

- Select Fees.
- 2. Select Optional Payments.
- 3. Select the student you want to purchase the pass for
- 4. Select the Add to Cart button next to the appropriate Activity Pass
- Select My Cart.
- Select the Payment Method you want to use and enter an Email Address for Receipt (optional).
- 7. Select Submit Payment.

