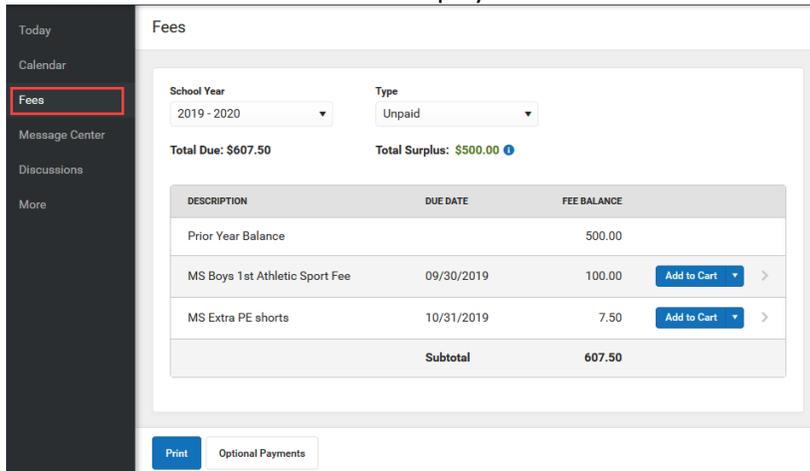




Online Payment in Campus Portal

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 **Fees** 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.

1. 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?

1. 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
5. Select My Cart.
6. Select the Payment Method you want to use and enter an Email Address for Receipt (optional).
7. Select Submit Payment.

