

Completing the Senior Trip balance due payment and forms

Step 1. Log into your payment portal account

Step 2. Click on your username/email on the top right of the webpage



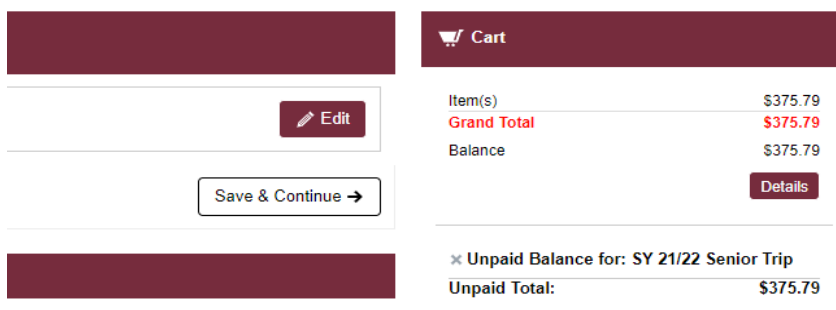
Step 3. It will open to let you know you have tasks and a balance due- click on the words “Balance Due” and it will open to a new screen

[? Account Payments](#)

Credit	Funds	Due
\$0.00	\$0.00	\$375.79

Payments				
Product	Order #	Price	Balance	Amount
SY 21/22 Senior Trip	29754	\$1,550.00	\$375.79	<input type="text"/>

Enter the payment amount in the space provided under the word “amount” then click on the add payment button. Then click on the “checkout” button- it will then go to a new window

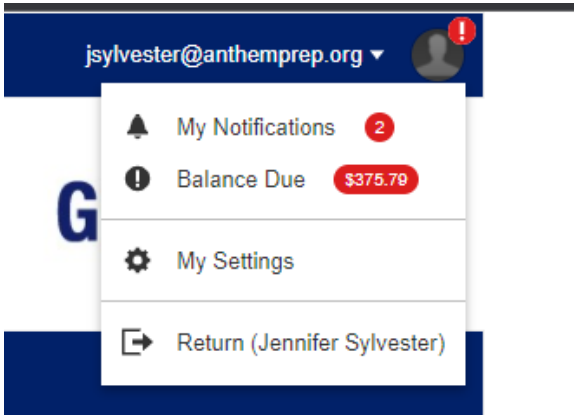


Then choose “save and continue” to finish checkout.

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Final step

Very Important! Field trip permission form must be completed. **Go back to step 2-** click on your name/email at top right and it will open up to show notifications-



Click on the “My Notifications” and it will go to a new window showing tasks need to be done

🔔 Notifications				
Type	Applies To	Date		
Balance Due	Pay Now \$375.79	3/25/2022		<button>Pay</button>

📄 Incomplete Forms				
Transaction	Type	Applies To	Date	
29754	Field Trip Permission Form	SY 21/22 Senior Trip - Zachary Sylvester	3/25/2022	<button>Complete</button>

Click on “Complete” and follow the steps to answer questions and complete the form.

The End!