

## OnlineSchoolFees Paying for Fees and Activities

Log on to <http://OnlineSchoolFees.com> to login or create an account. To create a free account, click the Create an Account button.



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### Complete online payment system for schools

Setup course fees, field trips, membership dues, apparel, yearbook sales, etc.

[Create an account](#)

#### Login to your account

Email address or username

Your password

[Create account](#)

[Forgot password?](#)

[Login](#)

From there you will select your state and your school district. Fill out the information to create an account. Create your display name, username, and password. The username (or your email address) will be used to login to OnlineSchoolFees. Once you create your account, click the “Click here to add students to your Account” button. You will need to add your children to your account in order to pay for fees and activities.

## Register for your account

\*Display Name

\*Username

\*Password

\*Confirm Password

\*Security Question

\*Answer

First Name

Last Name

Home Address

Alternate Address

City

State

Zip

Home Phone

Cell Phone

\*Email

\*Confirm Email

Email Notification

[Click here to add students to your Account](#)











If you have forgotten your password and are unable to login, click the “Forgot Password” link. Enter your username or email address then answer the secret question. A temporary password will be emailed to you. (Please check your junk mail if you do not receive it right away.) Once you login, you can change your password by clicking the “Change Password” link in the upper right-hand corner.

Once you login, you will see a list of all fees and activities that are available for the selected student. The activities are listed for one student at a time. Click the drop-down box to select another student in your account.

Heather Robbins ▾ **Adams Middle**

- All Activities
- Field Trip
- Music Fees
- PTSA
- School Clubs
- School Fees
- Spirit Wear
- Supplies
- Tickets
- Yearbook


Show only Required  
 Hide Purchased  
 Show only Purchased

 <b>6th Grade Field Trip</b> Purchased	 <b>Art Supplies</b> Required	 <b>Athletic Shorts</b>	 <b>Band Fee</b> Purchased	 <b>Basketball Playoff Tickets</b> Purchased
 <b>Chess Club</b>	 <b>Chorus Fee</b>	 <b>Classic Sweatpants</b>	 <b>Clinic Supplies</b>	 <b>Computer Club</b>

All of the available categories are listed on the left. You can click any category to only see a list of fees or activities in that category. You can also use the checkboxes below the categories to Show only the required fees and activities, Hide the fees and activities you have already purchased or show only the fees and activities you have purchased.

To pay for a fee or activity, click the activity you wish to purchase, and more details will be displayed in a pop-up window. Click the green Add to Cart button to add this fee or activity to your cart. When you add this fee or activity to your cart, the fee or activity will now show "Added to Cart" under the fee or activity.

Click on any individual activity for details. The Details window will show the dates for the activity and the signup deadline. It may also include contact information and documents or links to websites with more information in the Resources section.



### Chess Club

Chess Club meets every Thursday at 4:15 in Dr. Parker's class.

\$15

[ADD TO CART](#) [CANCEL](#)

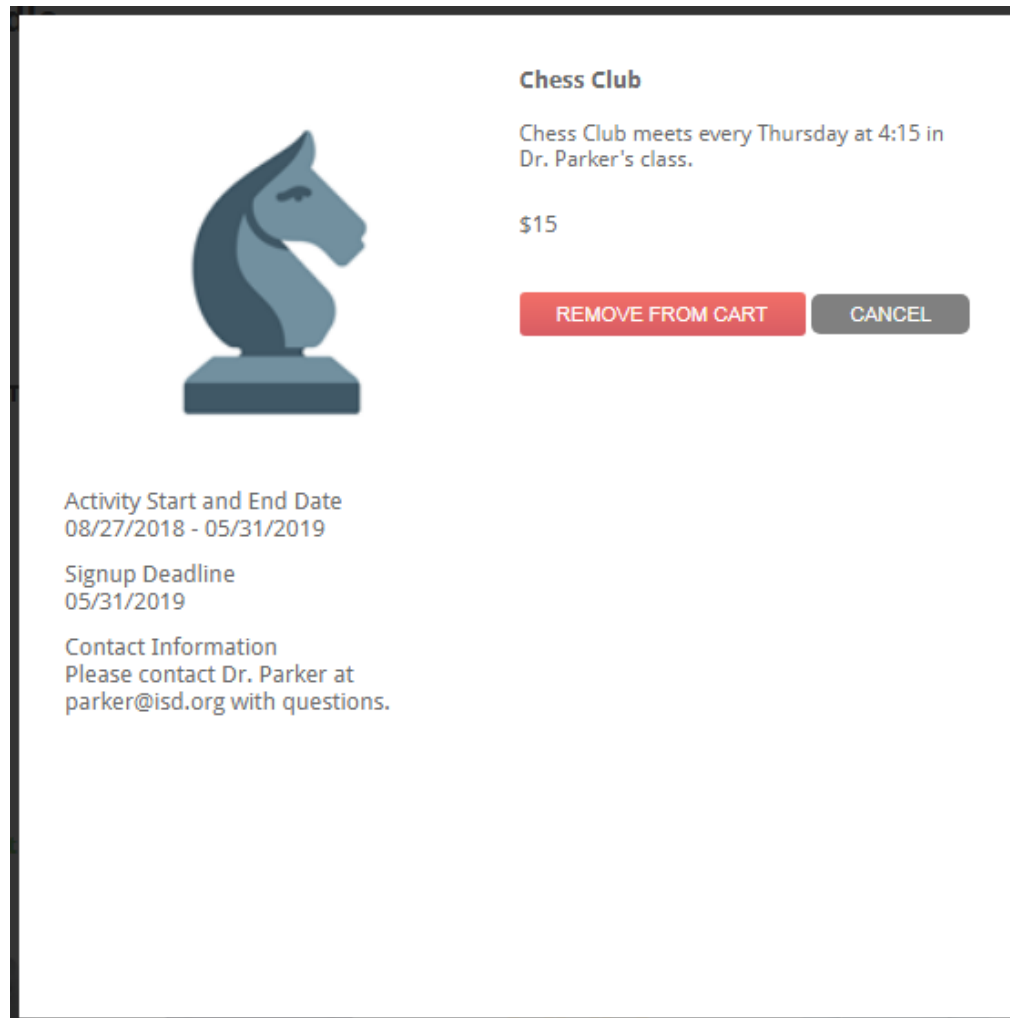
**Activity Start and End Date**  
08/27/2018 - 05/31/2019

**Signup Deadline**  
05/31/2019

**Contact Information**  
Please contact Dr. Parker at [parker@isd.org](mailto:parker@isd.org) with questions.

Click the green “Add to Cart” button to add an individual fee/activity to your cart. Do this for each fee/activity that you would like to purchase. You will see “Added to Cart” under an activity if it is in the cart.

If you click the activity again, the button will be Red and show Remove from Cart. This means the fee or activity is in your cart but hasn't been purchased yet.



**Chess Club**

Chess Club meets every Thursday at 4:15 in Dr. Parker's class.

\$15

**REMOVE FROM CART** **CANCEL**

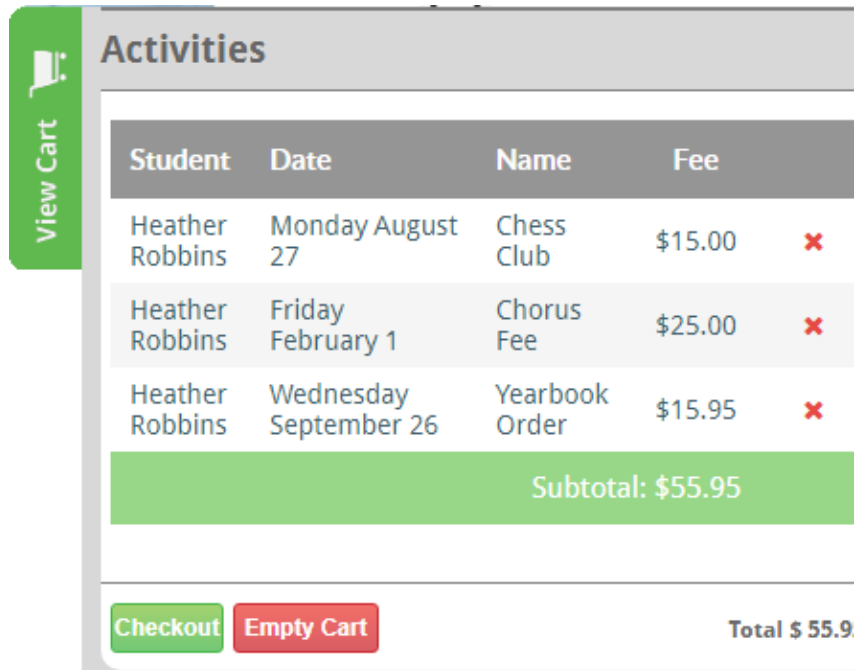
Activity Start and End Date  
08/27/2018 - 05/31/2019

Signup Deadline  
05/31/2019

Contact Information  
Please contact Dr. Parker at [parker@isd.org](mailto:parker@isd.org) with questions.

The image shows a card for a 'Chess Club' activity. On the left is a blue chess knight icon. To the right, the title 'Chess Club' is in bold. Below it, a description states 'Chess Club meets every Thursday at 4:15 in Dr. Parker's class.' The price '\$15' is listed. Two buttons are present: a red 'REMOVE FROM CART' button and a grey 'CANCEL' button. At the bottom, there are three sections: 'Activity Start and End Date' (08/27/2018 - 05/31/2019), 'Signup Deadline' (05/31/2019), and 'Contact Information' (Please contact Dr. Parker at [parker@isd.org](mailto:parker@isd.org) with questions.).

Once you have added all fees/activities to your cart, click the green View Cart box on the right to get a summary of the items in your cart.



The screenshot shows a 'View Cart' sidebar on the left with a shopping cart icon and the text 'View Cart'. The main content area is titled 'Activities' and contains a table with the following data:

Student	Date	Name	Fee	
Heather Robbins	Monday August 27	Chess Club	\$15.00	X
Heather Robbins	Friday February 1	Chorus Fee	\$25.00	X
Heather Robbins	Wednesday September 26	Yearbook Order	\$15.95	X

Below the table, a green bar displays 'Subtotal: \$55.95'. At the bottom, there are two buttons: a green 'Checkout' button and a red 'Empty Cart' button. The total amount 'Total \$ 55.9' is shown in the bottom right corner.

You can click the red X to remove any items from your cart. If satisfied with the items, click the green Checkout button to proceed.

The confirmation page will show you a summary of the fees/activities in your cart with the total for your order. You can click the red X to remove any items from your cart from this summary page as well. Click the green Place Order button to continue.

## Activities

Student	Date	Name	Fee	
Heather Robbins	Monday August 27	Chess Club	\$15.00	X
Heather Robbins	Friday February 1	Chorus Fee	\$25.00	X
Heather Robbins	Wednesday September 26	Yearbook Order	\$15.95	X
			Subtotal: \$55.95	

Order Total: \$55.95  
Total: \$55.95  
Convenience Fee\*: \$2.49  
**Amount Due: \$58.44**

\* Convenience fees are informational only. Fees will be recalculated during checkout.

[Empty Cart](#) [Place Order](#)

[← Continue Shopping](#)

You will then see the final payment screen. Enter your First and Last Name, your credit card or checking information and billing address. You can click the box to “Save for Future Purchases” if you want your credit card or checking information saved for the next time you checkout. If you have already made a purchase and stored the payment, you can click the Stored Payment button and a list of stored payments will be shown. Choose one from the drop down menu to make your payment.

First Name:

Last Name

Phone Number (optional):

Sub Total: **\$55.95**

Convenience Fee: **\$2.49**

**Amount Due: \$58.44**

\* Convenience fee will be recalculated based on payment type.

- Choose payment type
- Stored Payment

Payment Type:

Credit Card Number (digits only):

Expiration:  
MM / YYYY  
 /

CW [?](#)

Billing Address:

City:

State:

Zip Code:

**Complete**

After entering all of the information, click the green "Complete" button to complete your purchase. Upon completion, you will receive an email receipt with details of your purchase.



Once your order is complete, you will see "Purchased" under the activity. This lets you know it has been purchased.

Heather Robbins ▾

### Adams Middle

- All Activities
  - Field Trip
  - Music Fees
  - PTSA
  - School Clubs
  - School Fees
  - Spirit Wear
  - Supplies
  - Tickets
  - Yearbook
- Show only Required  
 Hide Purchased  
 Show only Purchased



6th Grade Field Trip  
Purchased



Art Supplies  
Required



Athletic Shorts



Band Fee  
Purchased



Basketball Playoff  
Tickets  
Purchased



Chess Club  
Purchased



Chorus Fee  
Purchased



Classic Sweatpants



Clinic Supplies



Computer Club

## My Account

### Account Settings

Display Name

Robbins Family

Accountholder First Name

Mark

Home Phone Number

Accountholder Last Name

Robbins

Cell Phone

Address Line 1

240 North Main Street

Email

sdickerson@n-ltech.com

Address Line 2

Confirm Email

sdickerson@n-ltech.com

State

Alabama

Security Question

In what city or town did your mother and father meet?

City

Abbeville

Answer

male

Zip

30043

### Students in Account

Heather Robbins

Adams Middle



Jake Robbins

Adams Middle



Larry Robbins

Adams Middle



Add a Student

Add Money To My Account

### Payments Options

xxxx-xxxx-xxxx-0016



Add a Payment Option

## Notifications and Communications

Which of the following notifications and communications do you wish to opt out of?

- Administrative Cancellation
- Incomplete Order
- Negative Balance
- Order Receipt
- Subscription Email

Select My Account from the top Navigation bar.

Here you can Update your:

- **Phone #'s**
- **Address**
- **Email Address**
- **Security Question**
- **Add Students**
- **Set Email Notification Preferences**

### **Email Notifications:**

- **Administration Cancellation** – in the event that the District Administration needs to cancel an order, checking this option will suppress any email notifications to you (Default=unchecked – Email Notifications accepted)
- **Incomplete Order** – in the event you add items to the Cart, but do not complete the Order Transaction, checking this option will suppress any email notifications to you (Default= unchecked – Email Notifications accepted)
- **Negative Balance** – in the event you have a negative balance on your account, the school admin may send out an email letting you know that you have a negative balance and to please pay this balance. (Default= unchecked – Email Notifications accepted)

- **Order Receipt** – in the event you complete a purchase, checking this option will suppress the email receipt notification. (Default= unchecked – Email Notifications accepted)
- **Subscription Email** – checking this option will suppress the emails sent by the administrator, usually with information about upcoming events. (Default= unchecked – Email Notifications accepted)

### My Orders:

You can click on the Orders link to see a list of Purchased and Refunded orders. Orders listed as Purchased means the checkout process was completed and they will show on the reports at the school. Orders listed as Refunded means they were purchased but the order was cancelled either by an Administrator for one reason or another.

If you don't see your fees/activities under the My Order link, please check your cart to see if the items are still in your cart and complete the checkout process.

Student	Activity Date	Order Date	Status	Activity	Price
Heather Robbins	08/27/2018	03/01/2019	Purchased	Chess Club-	15.00
Heather Robbins	02/01/2019	03/01/2019	Purchased	Chorus Fee-	25.00
Heather Robbins	09/26/2018	03/01/2019	Purchased	Yearbook Order-	15.95
Heather Robbins	08/27/2018	03/01/2019	Purchased	Art Supplies-	5.00
Todd L Robbins	08/27/2018	02/21/2019	Purchased	Clinic Supplies-	5.00

## Help:

Under the help section, there are several FAQ's you can click on to get more details.

[How do I create an account?](#)

[How do I add Students to my account?](#)

[How do I View items in Cart?](#)

[How do I Check Out and Pay?](#)

[How do I enable third-party cookies?](#)

[How do I edit my Account?](#)

[How do I change my password?](#)

## Contact Us:

You can click the Contact Us link at the top of the page to send an email directly to technical support. Enter the required fields and submit. Our support team will receive your email and respond within 24 hours, usually much quicker than that.

### Contact Us

Please contact your school directly for information regarding the balance of your account, refunds, balance transfers, or if your child appears to be enrolled in the wrong school. If you are still having technical issues please use our support request form below.

*Name	District
<input type="text"/>	<input type="text" value="School USA District"/>
*Email	School
<input type="text"/>	<input type="text" value="Adams Middle"/>
Phone	*Issue Type
<input type="text"/>	<input type="text" value="Technical"/>
*Comments	
<input type="text"/>	

SUBMIT