

# School Online Payments

## Parent User Guide

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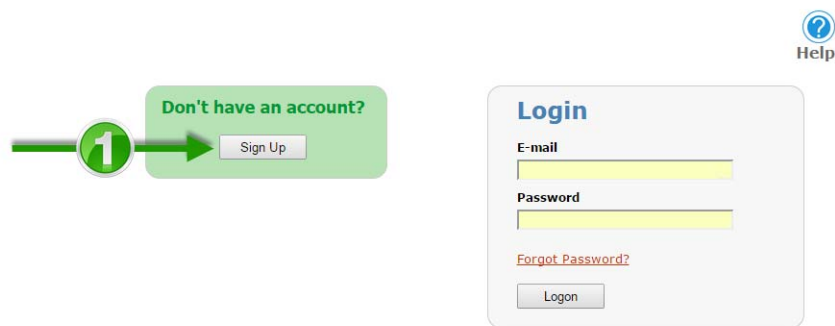
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## Create a New Parent Account

Some parents will not have to manually create a parent account. If your school district is using an existing parent portal, like PowerSchool Parent Portal, your parent account and attached children will automatically be linked with the online payment website.

### Happyview School District



## From the Online Payment Home Page

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

## 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 several sections:

- Parent Information:** Contains two input fields: "First Name" (with the value "Jane") and "Last Name" (with the value "Acom"). A green circle with the number "1" is positioned to the left of these fields.
- Create Login:** Contains two input fields: "E-Mail" (with the value "janeacom@email.com") and "Password" (with masked characters). A green circle with the number "2" is positioned between the "E-Mail" and "Confirm Login" sections.
- Confirm Login:** Contains two input fields: "Confirm E-Mail" (with the value "janeacom@email.com") and "Confirm Password" (with masked characters).
- Agreement:** A yellow highlighted area containing a checked checkbox and the text "I have read and agree to the [Terms and Conditions](#) of this site." A green circle with the number "3" is positioned to the left of this area.
- Navigation:** At the bottom, there is a "Cancel" button on the left and a "Next" button on the right. A green circle with the number "4" is positioned to the left of the "Next" button.

### 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**

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

Step 2/2

**Student ID**

**Last Name**

**Add Student**

Student ID	Name	Grade	Remove
2749959	Ian Jones	09	<span style="color: red; font-size: 1.2em;">✕</span>
2749736	Kristen Wong	11	<span style="color: red; font-size: 1.2em;">✕</span>
2749474	Matthew McKinney	12	<span style="color: red; font-size: 1.2em;">✕</span>
2357958	Sarah Connors	09	<span style="color: red; font-size: 1.2em;">✕</span>

**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

>> Log Off

Happyview School District 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 a circled '1'). To the right are icons for 'Edit Settings', 'Students', and 'My Orders'. Below the tabs, a summary bar shows 'Matthew McKinney' (ID: 2749474, Grade: 12) with a right arrow icon. It also displays 'SCHOOL FEES \$289.00', 'ADDITIONAL ITEMS \$0.00', and 'TOTAL DUE \$289.00'. A yellow note box (circled '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' (circled '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' (circled '4'). The total due is \$489.00. At the bottom, an 'Additional Items' section (circled '5') shows 'New Items' with 'Noon Hour Supervision Fee 2013/2014' and 'Yearbook Fee 2013/2014' available for addition.

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 Happyview School District 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 pop-up window. The pop-up window displays the 'Student Account Summary' for Orchard Park Elementary (Beta) for Asher Green, with a total due of \$79.52. A red box highlights the print and save icons in the pop-up window's footer.

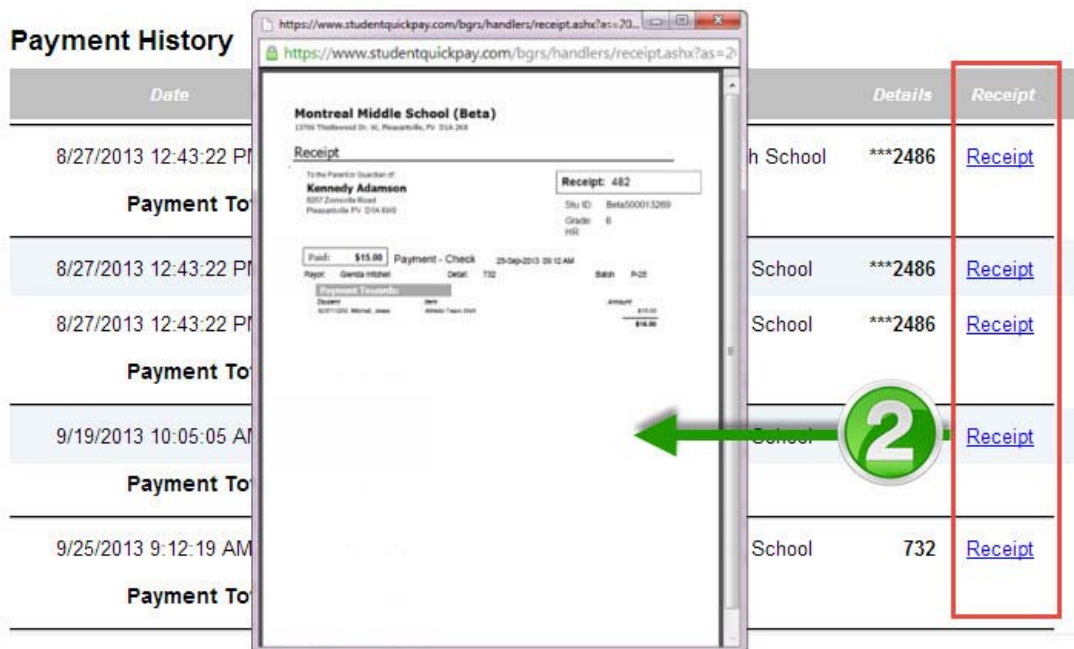
1. Navigate to the appropriate student tab.
2. Click on the **Print Statement** link.
3. The student account statement will pop-up in another window.
4. Print or save the statement to your computer.



# 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 interface includes a navigation bar with tabs for Summary, Ian, Kristen, Matthew (selected), and Sarah. There are also icons for Edit Settings, Students, and My Orders. The main content area displays the student's name and a summary of fees: SCHOOL FEES (\$205.00), ADDITIONAL ITEMS (\$0.00), and TOTAL DUE (\$205.00). A yellow banner indicates that School Damage Deposits are refunded under certain conditions. Below this, there are links for School Fees Due Now, Future Charges, and Paid. A table lists various fees with their amounts and due dates. The 'In Cart' status for each fee is highlighted in green, and the 'Add to Cart' buttons for some fees are highlighted in red. A red box highlights the 'Additional Items' section, which contains buttons for 'Noon Hour Supervision Fee' and 'Yearbook Fee'. Three numbered callouts (1, 2, 3) point to specific elements: 1 points to the 'In Cart' status, 2 points to the '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
<b>Total Due:</b>	<b>\$489.00</b>		

**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

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**2014/2015**

<b>General Fees</b>	<b>\$124.00</b>	
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
<b>Individual Assessments</b>	<b>\$75.00</b>	
Football Uniform	\$70.00	\$70.00
Lock Fee	\$5.00	\$5.00

Student Payment: 199.00
Update Cart

**Alex Town** Due Pay

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**2014/2015**

<b>Course Fees</b>	<b>\$70.25</b>	
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
<b>General Fees</b>	<b>\$64.00</b>	
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	
<b>2014/2015</b>			
<b>Course Fees</b>		<b>\$70.25</b>	
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"/>
<b>General Fees</b>		<b>\$85.00</b>	
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"/>
<b>Student Payment:</b>		<input style="background-color: #e0ffe0;" type="text" value="100.00"/>	<input type="button" value="Update Cart"/>
<b>Payment Amount:</b>		<b>\$155.25</b>	
		<b>Sub Total: \$155.25</b>	
		<b>Total Payment: \$155.25</b>	

**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.

SCHOOL FEES	ADDITIONAL ITEMS	TOTAL DUE
\$299.00	\$0.00	\$299.00

## Enter Payment Details

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

- Credit Card
- Electronic Check (USA only)
- Interac Online (Canada only)

### Payment Details

Choose Payment Type:

[Manage Saved Cards](#)

- Credit Card
- Electronic Check
- INTERAC® Online

Pay by Credit Card



Cardholder Name

Credit Card Number

Expiration Date  /

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
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**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**

## ACH Check Payments (USA only)

### What is ACH e-Check?

The Automated Clearing House (ACH) Network is a secure electronic funds transfer system. This network provides for the interbank clearing of electronic payments for participating depository financial institutions.

For ACH processing, a customer (parent) authorizes the merchant (school district) to automatically retrieve payments directly from their checking or savings account for deposit into the school district's merchant account.

### How does ACH work?

When you visit the Acorn Online Payments website and are ready to pay for school fees, you simply supply your bank account details (routing number and checking account number). The merchant account provider, Moneris, will then submit the transaction to the Federal Reserve, who will then credit or debit your bank account.

**Name on Account**

**Account Type**

**Routing Number**

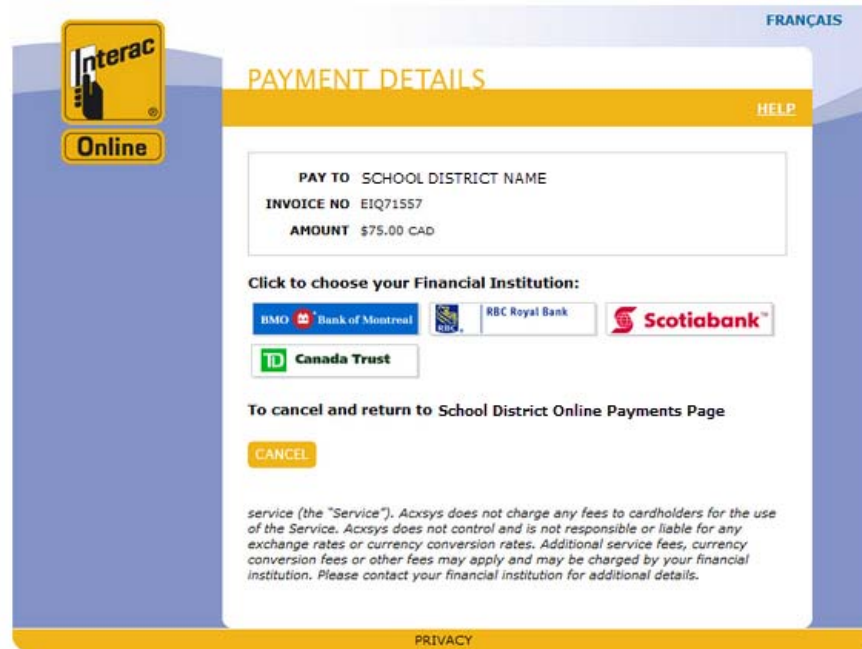
**Account Number**

**Check Number**

**Payment Amount:** **\$829.00**

## Interac Online Payments (Canada only)

When you are ready to checkout, you can select the Interac Online payment type if this option is available to your school district. After clicking on the **Submit Payment** button, you must then choose a Financial Institution. Once you click on your Financial Institution, you will be brought to their online banking page and must log in to your bank with your regular online banking username and password.



If you do not bank with one of the financial institutions below, you will not be able to pay with Interac Online. Please note that Interac Online acceptance is determined by individual financial institutions and NOT by the School District, Rycor Software or Moneris.





## 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

<b>Stephanie Rodriguez</b>	Due	Paid
<b>School Fees</b>		<b>\$64.00</b>
Sr. Registration Fee	\$55.00	\$55.00
Student Agenda	\$9.00	\$9.00
	Student Total:	\$64.00
<b>Matthew Sadres</b>	Due	Paid
<b>School Fees</b>		<b>\$27.00</b>
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



