

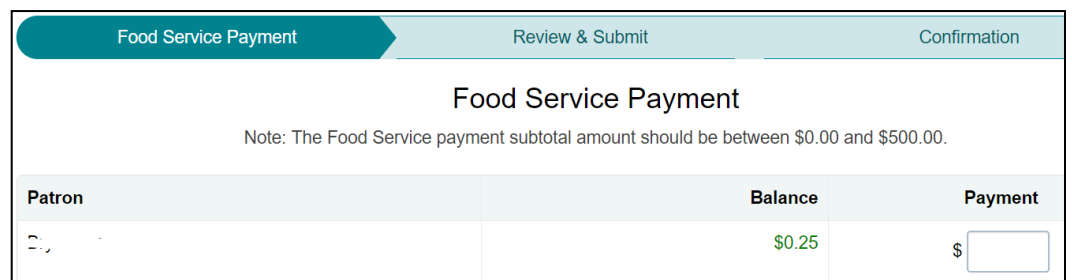
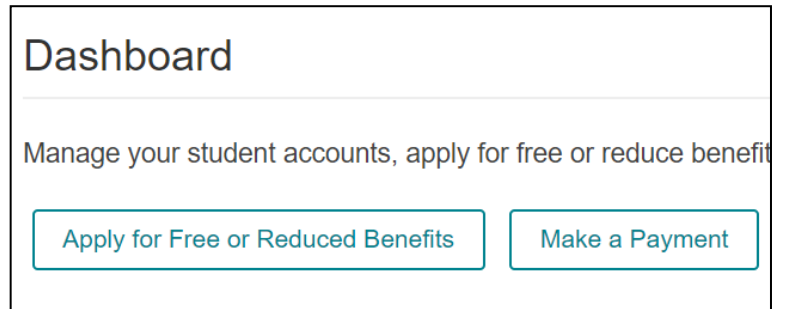
# schoolcafe For Parents: Make Online Payments

## Step 1—Create your account and add your students

- Instructions for creating your account and adding students can be found on the “For Parents: Create an Account and Add Students” document
- Add all students to your account for whom you wish to make payments

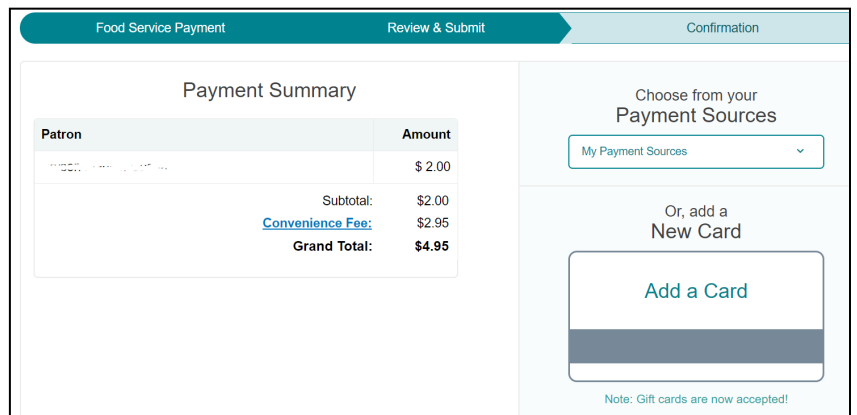
## Step 2—Make a Payment

- From your Dashboard, Click **Make a Payment**
- Enter **Payment** dollar amount for each student
  - Note: There is a \$2.95 convenience fee for transactions up to \$500.00
- Click **Next**




## Step 3—Enter Payment Info


- Select **Add a New Card** and enter your information
- If you wish to save your card for later check the **Save for Later** box
- Click **Submit Payment**



### \*Set Automatic Payment (Optional)

- Click **Students**, then **Student Accounts**
- Click **Automatic Payment** in  a student listing
- Enter **Payment Amount** and enter amount in **Balance Threshold** to trigger payment
- Select a **Payment Source** and set **Auto Pay Expiration** for stop payment date

### \*\*Set Low Balance Alerts (Optional)

- Click **Students**, then **Student Accounts**
- Click **Low Balance Alert**  in a student listing
- Enter **Threshold** amount
- Enter number of days to elapse between alerts