

# Online Payment Instructions

The Sherwood School District online payment system has changed for the 2015-16 school year. Fees are now accessible on ParentVUE and may be paid using a credit/debit card or ACH transfer, using the following steps. **Note that you may still pay by cash or check, in person, at your student's school.**

1. Login to [ParentVUE](#) and click "Fee" on the left panel. **Please contact your student's school if you do not have a ParentVUE account.**



2. The system displays Outstanding and Paid Fees for each of your student. Click "Pay Fees"



3. Fees are automatically assigned to students for classes, registration, and other activities. These fees appear in the top half of the screen. Click "Add" to add an assigned fee to your cart. Note that you may make a partial payment for some fees by changing the value in "Payment Amount".
4. You may also select Optional Fees from the bottom half of the screen. Some optional fees have variable amounts. Set the quantity desired to choose the amount you wish to pay before clicking "Add" to add optional fees to your cart.

Select Child ▶ **Jane** **John** Good morning, John Doe, 8/24/2015

**Jane** Add fees for another student Cart: \$0.00 (0 items) **FEE**  
 Sherwood Middle School (503-825-5400) [Checkout](#) Summary | Payment

Select fees to pay for this child and click "Checkout", or navigate to another child and select more fees to pay before checking out all at once.

Fee Payment										
Balance that you owe: \$40.00										
Assigned Fees										
Select	Priority	Date	Fee Code	Description	Fees	Payments	Balance	Payment Amount	Fee Category	Course
<input type="button" value="Add"/>		08/20/2015 2015-2016	FACS	FACS	\$40.00	\$0.00	\$40.00	\$40.00	Class Fees	99521A - Family and Consumer Science
Totals:					\$40.00	\$0.00	\$40.00	\$40.00		<input type="button" value="Checkout"/>

Optional Fees						
The following fees are optional:						
Selectable Fees						
Select	Priority	Fee Code	Description	Amount	Quantity	Fee Category
<input type="button" value="Add"/>		ChsSMS	School Chess Club	\$1.00	1	Club Fees
<input type="button" value="Add"/>		YrBook	Yearbook	\$25.00	1	Subscription Fees
<input type="button" value="Add"/>		PEShir	P.E. T-Shirt	\$8.00	1	Class Fees
						<input type="button" value="Checkout"/>

**Add to cart**

5. If you have multiple students and wish to pay fees for more than one student at a time, click another student's name at the top of your screen. and repeat steps 2 - 4.
6. When you are ready to pay, click "Checkout"

7. Review your fees to be paid, updating any payment amounts and quantities as desired. Click "Checkout" to proceed to payment.

**Finalize Fee Payments** FEE

Review the selected payments, then click "Checkout" to initiate payment. Summary | Payment | **Cart**

**Cart**

Cart total: \$54.00 **Checkout**

Cart Action	Child	Priority	Date	Fee Code	Description	Amount	Payment Amount	Quantity	Total
<a href="#">Remove</a>	Jane			ChsSMS	School Chess Club	\$1.00	\$1.00	<input type="text" value="1"/> <a href="#">Update</a>	\$1.00
<a href="#">Remove</a>	Jane			PEShir	P.E. T-Shirt	\$8.00	\$8.00	<input type="text" value="1"/> <a href="#">Update</a>	\$8.00
<a href="#">Remove</a>	Jane		08/20/2015 2015-2016	FACS	FACS	\$40.00	<input type="text" value="\$40.00"/> <a href="#">Update</a>	1	\$40.00
<a href="#">Remove</a>	John		09/08/2015 2015-2016	FAidSp	First Aid Supply	\$5.00	\$5.00	1	\$5.00
<b>Totals:</b>						<b>\$54.00</b>	<b>\$54.00</b>	<b>4</b>	<b>\$54.00</b>

8. You will be redirected to our secure payment portal, where you have two options:
  - a. Enter your payment information under "Guest Checkout" and click "Process Payment".  
**Be sure to enter an email address if you would like a receipt.**
  - OR**
  - b. Sign in with your PayForIt account to pay using a stored payment card or bank account.  
You may also create an account for future use. **Note that if you have an account with PayForIt from prior school years, you may use it here.**



[SIGN UP](#) | [ACTIVATE ACCOUNT](#) | [PARENTVUE PAYMENT](#) | [INFORMATION \(FAQ\)](#) | [HOW DO I...](#) | [CONTACT US](#)

## ParentVUE Payment

**Transaction Details**

Jane Doe	\$40.00
FACS	
Jane Doe	\$8.00
P.E. T-Shirt	
Jane Doe	\$1.00
School Chess Club	
John Doe	\$5.00
First Aid Supply	
<b>Subtotal: \$54.00</b>	
<b>Total: \$54.00</b>	

**Log in to pay with stored card**

**OR**

**Enter payment info and pay immediately**

**Log In**

User Name:   
 Password:   
[Log In](#)

[Sign up for an Account](#)  
[Forgot Username or Password](#)

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**Guest Checkout**

Credit Card #:   
 Month/Year:    
 First Name:   
 Last Name:   
 Email:   
 Address:   
 City/State:    
 5-digit Zip:

[Process Payment](#)



9. Once your payment has completed successfully, you will see a confirmation page, which you may wish to print for your records. (Note that you will also receive an email receipt if you provided a valid email or signed in in step 8).
10. (Optional) If you signed in, you may remain at PayForIt and make additional payments to your student's lunch account.
11. "Click "Return to ParentVUE" to go back to ParentVUE. **Your payment should be reflected in ParentVUE within 5 minutes, but may take longer. Before contacting the school for assistance, please log out of ParentVUE and back in again to ensure that you are viewing up-to-date payment information. Fees may show as both paid and outstanding if you do not do so.**



**PayForIt.net** | **PaySchools**  
Online Payment Processing System

SIGN UP | ACTIVATE ACCOUNT | PARENTVUE PAYMENT | INFORMATION (FAQ) | HOW DO I... | CONTACT US

**Transaction Complete**

[Return to ParentVUE](#)

Your transaction is complete. Your ParentVUE account should reflect this payment within the next 5 minutes, but can take up to an hour. After returning to ParentVUE, please logout and then log back in to ensure payment information is up-to-date.

**Transaction Processing Results:**

Transactions
Order Number: <a href="#">00001-00007897</a>
Status: <b>APPROVED</b>
Merchant: Sherwood Test - CC
Payment Method: ...1111
Total Amount: \$54.00
Reference ID: 00001-00007897
Message: Approved

**Transaction Details:**

00001-00007897 Details	Charge
<b>FACS</b>	Amount: \$40.00 ICF: \$0.00 Trans. Fee: \$0.00 <b>Total: \$40.00</b>
<b>P.E. T-Shirt</b>	Amount: \$8.00 ICF: \$0.00 Trans. Fee: \$0.00 <b>Total: \$8.00</b>
<b>School Chess Club</b>	Amount: \$1.00 ICF: \$0.00 Trans. Fee: \$0.00 <b>Total: \$1.00</b>
<b>First Aid Supply</b>	Amount: \$5.00 ICF: \$0.00 Trans. Fee: \$0.00 <b>Total: \$5.00</b>
<b>Total:</b>	<b>\$54.00</b>

If you have any questions or problems, please contact your student's school for assistance.