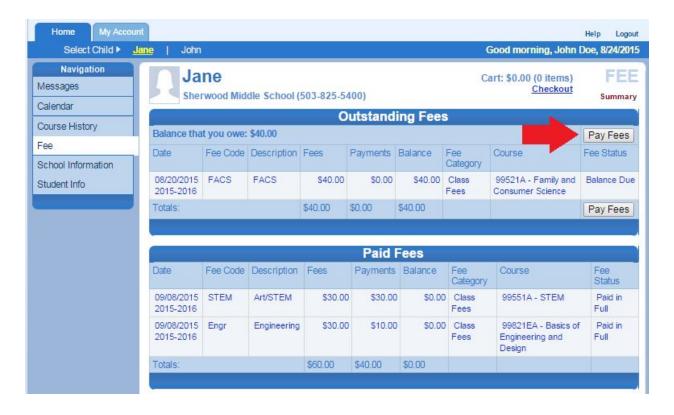
Online Payment Instructions

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.**

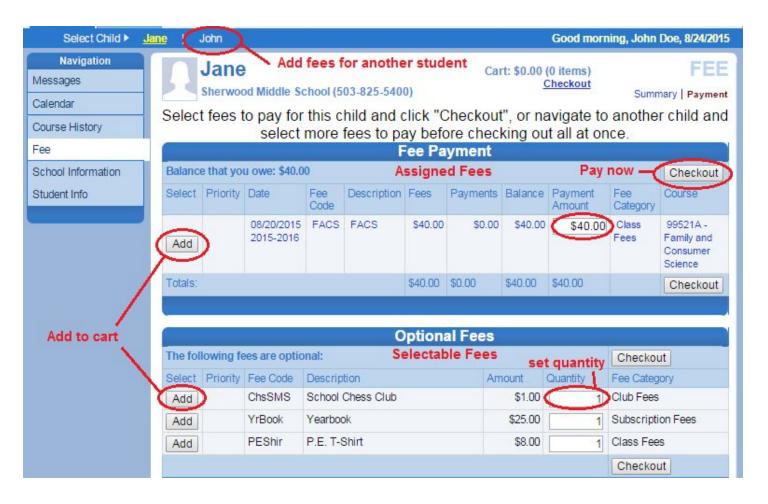
1. Login to <u>ParentVUE</u> and click "Fee" on the left panel. <u>Please contact your student's school</u> if you do not have a ParentVUE account.



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.



- 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"

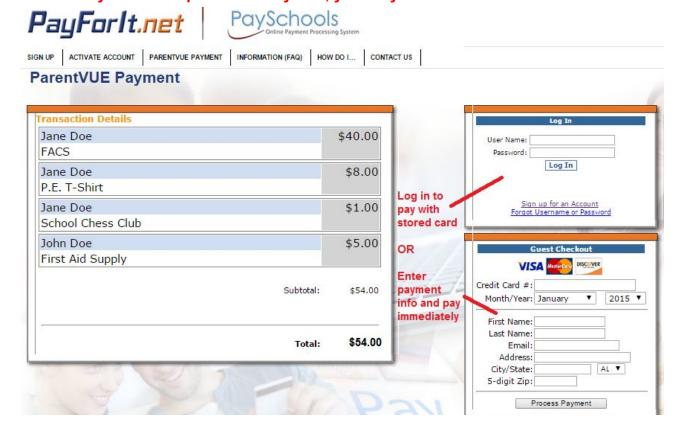
7. Review your fees to be paid, updating any payment amounts and quantities as desired. Click "Checkout" to proceed to payment.



- 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.



- 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 PayForlt 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.



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