

Pay-Now Online Payment Service

Follow these instructions to make convenient e-check payments through ParentsWeb.

- **Step 1.** Login to your family's Parents Web Account , select Family Information, and then select Family Billing.
- **Step 2.** Select the accounting system for which to make a payment by clicking on the Pay Now button.

The screenshot shows the 'Family Information' page. On the left is a navigation menu with 'Family Billing' selected. The main content area includes 'My Profiles', 'Contact Info', and 'Online Filing Cabinet'. The 'Family Billing' table is visible, with a red arrow pointing to the 'PayNow' button for the 'Athletics' row.

Account	Balance	Details	PayNow
Athletics	\$0.00	Details	PayNow
Child Care	\$0.00	Details	PayNow
Enrollment Fees	\$0.00	Details	PayNow
General	\$0.00	Details	PayNow
Tuition	\$0.00	Details	PayNow
Uniforms	\$0.00	Details	PayNow
Total	\$0.00		

- **Step 3.** Enter the amount you wish to pay in each applicable field. Do not enter a total amount in one field that you want applied to multiple accounting systems.

The screenshot shows the 'Family Billing' page with a table for entering payment amounts. The table has columns for Accounting System, Fiscal Year, Balance, and Amount. A red arrow points to the 'Pay Now' button at the bottom of the table.

Enter the amount you wish to pay into each appropriate fiscal year/accounting system and select Pay Now button at the bottom-

Accounting System	Fiscal Year	Balance	Amount
Athletics	2012-2013	\$0.00	\$ 0
Child Care	2012-2013	\$0.00	\$ 0
Enrollment Fees	2012-2013	\$0.00	\$ 0
General	2012-2013	\$0.00	\$ 0
Tuition	2012-2013	\$0.00	\$ 0
Uniforms	2012-2013	\$0.00	\$ 0
Athletics	2013-2014	\$0.00	\$ 0
Child Care	2013-2014	\$0.00	\$ 0
Enrollment Fees	2013-2014	\$0.00	\$ 0
General	2013-2014	\$0.00	\$ 0
Tuition	2013-2014	\$0.00	\$ 0
Uniforms	2013-2014	\$0.00	\$ 0
Total		\$0.00	

A negative amount indicates a credit

- **Step 4. ParentsWeb displays a screen confirming your payment amount. Click continue.**

Family Billing

Select Payment Method

Please select the desired payment method, and then click the "Continue" button.

Account:	Lakeside Christian School Online Payment
Payment Amount:	1.00
Payment Method:	eCheck

Continue

- **Step 5: The next screen displays your total payment amount, include the service charge. Your Billing and Contact information will automatically be loaded from RenWeb. You will need to fill out Account Information and click continue. For security reasons, the Account Information is not saved and will need to be entered each time you make a payment.**
***Note: The service charge is set at industry standard rate of \$0.85 per bank transaction.**

Family Billing

Provide eCheck Information

Please enter your check information in the following fields, and then click the "Continue" button.
NOTE: All fields are required. Please be aware that not all payments from brokerage accounts can be made online. Please check with your brokerage account representative.

For help, please click on the question mark next to a field.

Current Payment	
Lakeside Christian School Online Payment	Payment Amount: \$1.00
	Service Charge*: \$0.85
	Total Amount: \$1.85
	Effective Date: 02/20/2013

Account Information

Holder's Name:

Account Type: CHECKING

Routing Number: ?

Account Number: ?

Billing Address Information

Address 1: 123 Main Street

(optional) Address 2:

City: Any Town

State: FL

Zip: 12345

Contact Information

Daytime Phone: 123-456-7890
e.g. (555) 555-1212x123 OR +31 42 123 4567

Email Address: john@doe.com

Continue **Cancel**

- Step 6: The next screen will display a confirmation that your payment has been submitted. You will also receive email confirmation.

The screenshot displays a web application interface. On the left is a navigation sidebar with a purple header containing 'Welcome Back:' and a 'Logout' button. Below this are three main menu categories: 'School Information', 'Student Information', and 'Family Information'. Under 'Family Information', there are five menu items: 'Family Home', 'Family Profile', 'Family Billing', 'Re-enrollment', and 'Change Password'. At the bottom of the sidebar are two promotional banners: 'Latest NEWSLETTER' and 'Tour the NEW ParentsWeb'. The main content area is titled 'Family Billing' and contains a confirmation message: 'The payment has been submitted. You will receive an email notification confirming your payment.' Below the message are the following details: Confirmation Number: 11111, Payment Date: 04/04/2010, Effective Date: 04/04/2010, and Account Holder's Name: John Doe. There are also labels for 'Street:', 'City:', 'State:', 'Zip:', 'Daytime Phone:', and 'Email:'.

Welcome Back: [Logout](#)

Family Billing

The payment has been submitted. You will receive an email notification confirming your payment.

Confirmation Number: 11111
Payment Date: 04/04/2010
Effective Date: 04/04/2010
Account Holder's Name: John Doe

Street: _____
City: _____
State: _____
Zip: _____
Daytime Phone: _____
Email: _____

Family Home
Family Profile
Family Billing
Re-enrollment
Change Password

Latest NEWSLETTER
Tour the NEW ParentsWeb