

## Home Access Center (HAC): Instructions for Online Payments:

Home Access Center: <https://sprhomeaccess.spihost.com/>

The link to HAC can also be found on the Springfield School District website – HAC Page: [www.ssdcougars.org/HAC](http://www.ssdcougars.org/HAC)

### Quick Notes:

- Pop-up blockers must be turned OFF on your web browser.
- Online payments should be made from a computer, not a smartphone or tablet.
- Online payments are only available on parent/guardian HAC accounts; students cannot make payments.

### A. Login to Home Access Center (HAC):

1. Enter your Username and Password  
(If you experience problems logging in and using the “Forgot My Username or Password” link, please visit the HAC page on the Springfield School District website ([www.ssdcougars.org/HAC](http://www.ssdcougars.org/HAC)) for further instructions.)
2. Click Login



**Login**

**Please note:** all user passwords are Case Sensitive

This Home Access Center website is used by multiple districts to allow parents to view their students' schoolwork and other information.

If the website cannot determine your school district, a district selection box will display above the login box. If you see the district selection box, please be sure to select the correct district before logging in.

Please contact your school district if you experience any problems while accessing your student's information.

Please enter your account information for Home Access Center.

User Name:

Password:

[Forgot My Username or Password](#)

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Depending on your child's school building, student fees may not be visible. Use the “Change Student” button in the top right hand corner to switch between children.



B. Select the "Registration" icon to view the Fees tab.

C. Select the "Fees" tab to view all fees associated with your child.

The "Fees" tab displays fees associated with your child as well as activity fees, such as school dance tickets. Please contact your child's building if revisions are needed. Parents/Guardians have the ability to make online payments directly from this page.

Springfield School District PA  
Home Access Center

Student's Name

Home Attendance Classes Grades Registration

Demographic Fees

Make Online Payment View Payments

View By: Date: --All Dates-- Payment Status: Open Items Issued: --Any Year-- Student Balance: 170.00 Due

Date	Description	Total Billed	Total Paid/Refunded/Credit Applied	Balance
10/30/2014	Laptop Fine: Cracked LCD Screen (2 or more incidents)	75.00	0.00	75.00
12/11/2014	Laptop Fine: Cracked LCD Screen (2 or more incidents)	75.00	0.00	75.00
01/01/2015	Laptop Fine: Cracked/Broken Bottom Plastic	20.00	0.00	20.00

Home Access Center  
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1. Select the "Make Online Payment" button. This will open a new tab/window for FrontStream Payments. Please be sure to unblock pop-ups if you experience problems with the new window.

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- Your child's information will be pre-populated and fee items listed. Please review this information before proceeding.
- Check the "Accept" checkbox to accept the terms.
- Click the "Pay Now" button to begin the payment process.

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**After making your online payment, please expect a 10 minute delay before the payment is posted in HAC.**

**Student ID Number\***

**First Name**

**Last Name**

**Email Address**

Your support matters, so SSD COUGARS would like to use your information to keep in touch about things that may matter to you. If you choose to hear from SSD COUGARS, we may send you additional information based on what is most relevant to you. SSD COUGARS may contact you for purposes such as participating in an event, fundraising, or how your gift is being used.

- I give SSD COUGARS permission to contact me by phone
- I give SSD COUGARS permission to contact me by email
- I give SSD COUGARS permission to contact me by mail (post)

**Accept\***

Select	Fee Selection	Date	Item Amount	Amount
<input checked="" type="checkbox"/>	Elec Device: Program Fee	08/15/2018	\$30.00	\$30.00
<b>Total Amount \$</b>				<b>30.00</b>

**PAY NOW**

- Select your payment method below the "Pay Now" button (the option will appear after the Pay Now option is clicked).

**PAY NOW**

**Please Select Your Payment Method**

- Enter your credit card information as it appears on your credit card. All fields are required.
- Click "Continue".

**Payment Method** MasterCard ▼

**Credit Card Account**

**Card Number\***

**Name On Card\***

**Expiration Date\*** (only month and year required)

01

2015

**Security Code on Back of Card\***

**CONTINUE**



10. You may close the confirmation window to return to HAC.

11. Click the "Return to Fees" button to return to the fee item list. Please expect a 10 minute delay before the payment is posted in HAC.

Springfield School District PA  
Home Access Center

Home Attendance Classes Grades Registration

Demographic Fees

After your online payment transaction is complete, click the "Return to Fees" button to see your updated balance.

Return to Fees

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12. After payments are posted to HAC, you can click "View Payments" to view all records of payment, including cash or check payments.

Springfield School District PA  
Home Access Center

Home Attendance Classes Grades Registration

Demographic Fees

Make Online Payment View Payments

View By: Date: --All Dates-- Payment Status: Open Items Issued: --Any Year-- Student Balance: 0.00 Due

No Fees exist for this student and criteria.

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13. Click the "Close" button to return to the fee item list.

Payment Information - Microsoft Internet Explorer provided by SSD

https://hac.spihost.com/HomeAccess3.1/Content/Student/ViewPayments.aspx

Payment Information Close

Payment Date	Payment Type	Reference Number	Comment	Amount
12/22/2014	ONL - Online	44097891	PNRef: 44097891; Status Code: 06314J	18.00

### Online Payment Notices:

1. Payments will be applied to all fees/fines prior to activity related items, such as dance tickets.
2. Please contact your child's main office with questions related to fee items.
3. Activity related items may require completion of a Parent Permission Slip, view the School Links tab on the Home screen for a link to the form.

**Help** – The help option brings you to the HAC webpage where documentation can be found to assist with questions.

**Logoff** – Use the logoff button to close out of your HAC session.



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