Home Access Center (HAC): Instructions for Online Payments:
Home Access Center: https://sprhomeaccess.sphost.com/
The link to HAC can also be found on the Springfield School District website – HAC Page: 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) for further instructions.)
2. Click Login

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.

Select the “Registration” icon to view the Fees tab.

B. 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.
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.

2. Your information and your child’s student id number will be pre-populated and fee items listed. Please review this information before proceeding.

3. Click the “Pay Now” button to begin the payment process.
4. Select your payment method below the “Pay Now” button (the option will appear after the Pay Now option is clicked).

5. Enter your credit card information as it appears on your credit card. All fields are required.
6. Click “Continue”.

7. On the Payment Authorization page, click the checkbox to agree to the transaction and terms.
8. Click ‘Authorize Payment’.

9. A confirmation page will appear after your payment has been processed, it is recommended to print or write down your confirmation number. An email will also be sent to your email on record after you click ‘Finish’.
Thank you for your payment.

**PAID RECEIPT**

Parent/Guardian Name
Parent/Guardian Email

**YOUR TRANSACTION INFORMATION**

<table>
<thead>
<tr>
<th>Fee Selection</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptop Fee: Cracked LCD Screen (2 or more incidents)</td>
<td>$75.00</td>
</tr>
<tr>
<td>Laptop Fee: Cracked LCD Screen (2 or more incidents)</td>
<td>$75.00</td>
</tr>
<tr>
<td>Laptop Fee: Cracked/Broken Bottom Plastic</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

Amount $170.00

**YOUR FINANCIAL INFORMATION**

Confirmation Number

Credit Card: MasterCard
Account Number: Ending in ****
Country: US

**PROVIDER INFORMATION**

Provider: SSD COUGARS
Transaction Date: 1/1/2015

Please contact the school's main office with any questions.

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.

12. After payments are posted to HAC, you can click “View Payments” to view all records of payment, including cash or check payments.
13. Click the “Close” button to return to the fee item list.

**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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