

PaySchools Central – Online Payment


After you register your account and add your students, the **Fees** window will automatically pop up for your review.

If the Fees window does not display, click on **Your Students on the Dashboard or select the **Return to Dashboard** link at the bottom of the **Add Student or Staff** window.*

Your student(s) will display at the top of the **Dashboard** window. If you have more than one student with a fee, the **All Students** option will default so you can view all fees owed regardless of student.

The screenshot shows the 'Dashboard' interface. At the top, there are three tabs: 'All Students' (selected), 'Student #1', and 'Student #2'. Below the tabs is the 'Fees' section, which includes a search bar and a table of fees. The table has the following data:

Fee Name	End Date	Amount Due	Student	Action
Crs 813: Sculp Ceramics Supplies	09/19/19	\$20.00	Student Name	[Calendar] [Cart]
Fee Type		Assigned Fee		
Crs 716: Fabrication Tech: Robotics Supplies	10/01/21	\$35.00	Student Name	[Calendar] [Cart]
Fee Type		Assigned Fee		

Click  (Cart) next to each fee to add the item to your Cart. A confirmation window will display as you select each fee. Confirm by selecting **Add to Cart**. Repeat for each remaining fee.

The confirmation window displays the following information:

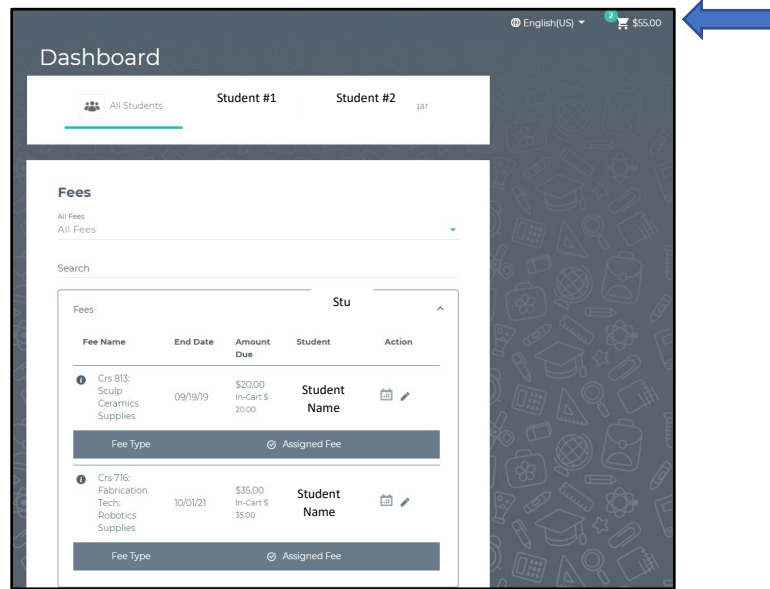
Fee Name	Paid	Amount Due
Crs 813: Sculp Ceramics Supplies	\$0.00	\$20.00

Fee Name: Crs 813: Sculp Ceramics Supplies
Fee Description: Crs 813: Sculp Ceramics Supplies

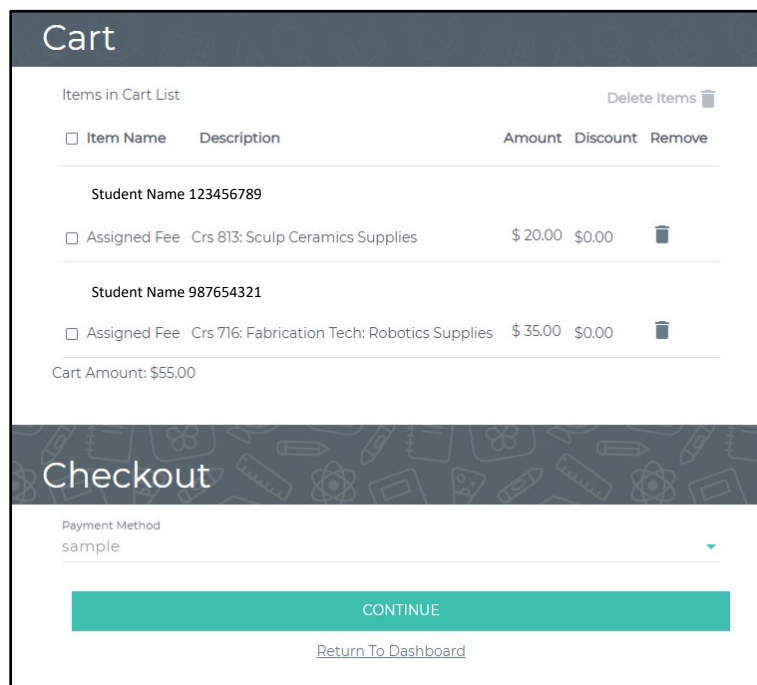
\$ 20.00

ADD TO CART

After you have added all the fees to your cart, select the cart icon at the top right corner of the window.



Confirm the fees in your cart. If you wish to remove any fees from your cart, click (Remove). Select your payment method and click **Continue**.







If you have not yet set up a Payment Method, click the arrow at the end of the payment method line. Select **Use New Card** then click **Continue**. Fill in the required card information then select **Submit**.

Enter your card details ✕

First Name
First Name is required.

Last Name

We Accept    

Card Number

MM/YY

CVV Number

Save this card for future transaction

SUBMIT

CLEAR

A **Totals** window will display confirming the total amount due. A small convenience fee will be added to the transaction. Confirm that you agree to the terms and conditions then select **Make Payment**.

✕

Totals

Sub Total	\$55.00
Internet Convenience Fee: ⓘ	\$2.20
Total Amount Due	\$57.20

By Checking this checkbox, I agree to the terms and conditions.

Credit Card Processing terms and conditions: ▼

MAKE PAYMENT

After your payment is received, a confirmation window will display and a receipt will be emailed to the account on file.

Success

Thank you for your payment of \$57.20. A copy of your receipt has been emailed to you.

Note: Credits to your account are provisional until we receive final confirmation from your bank, usually within 3 - 5 business days.

[RETURN TO DASHBOARD](#)

Assistance needed with your PaySchools Central account?

Email: psc_help@payschools.com or call 877-393-6628

Support Center Hours: 8:30 am – 7:30 pm ET (M-F)

or contact Springfield SD Parent Portal at parentportal@ssdcougars.org