

# PaySchools Payment Processing – Step-by-Step Instructions

















1. Once registered, navigate to the Dashboard to see your students & their fees. Select an individual student, or choose Select All to see all fees for all students. Under the action tab, there is a calendar icon for scheduling a payment at a later date, and a shopping cart icon for payments to be processed upon completing checkout.

## Fees

All Fees  
Assigned Fees

Search

Sort By  
Fee Name

Fee Name	Amount Due	Action
10th Grade Class Fee (2024-2025)	\$ 5.00	 
<div><div> Fee Details</div><div> Assigned Fees</div></div>		
BIOLOGY (2024-2025)	\$ 15.00	 
<div><div> Fee Details</div><div> Assigned Fees</div></div>		
HS Tech Fee (2024-2025)	\$ 25.00	 
<div><div> Fee Details</div><div> Assigned Fees</div></div>		
LIVESTOCK NUTRITION (2024-2025)	\$ 15.00	 
<div><div> Fee Details</div><div> Assigned Fees</div></div>		

- Upon selecting the shopping cart icon, you will be taken to a pop-up screen that will show the full amount of the fee. You can accept this amount or update it to a lesser amount for a partial payment. Select “ADD TO CART” to move the item to your cart, close the pop-up window with the “X” in the upper right corner, and move to the next fee you wish to pay.

Fee Name	Paid	Amount Due
10th Grade Class Fee (2024-2025)	\$0.00	\$5.00





Fee Name: 10th Grade Class Fee (2024-2025) ^

Fee Description: 10th Grade Class Fee (2024-2025)

\$

ADD TO CART

- Once you have added a fee to your cart, you are taken back to the Dashboard, and the shopping cart icon is now a pencil icon for selecting to edit your prior option.

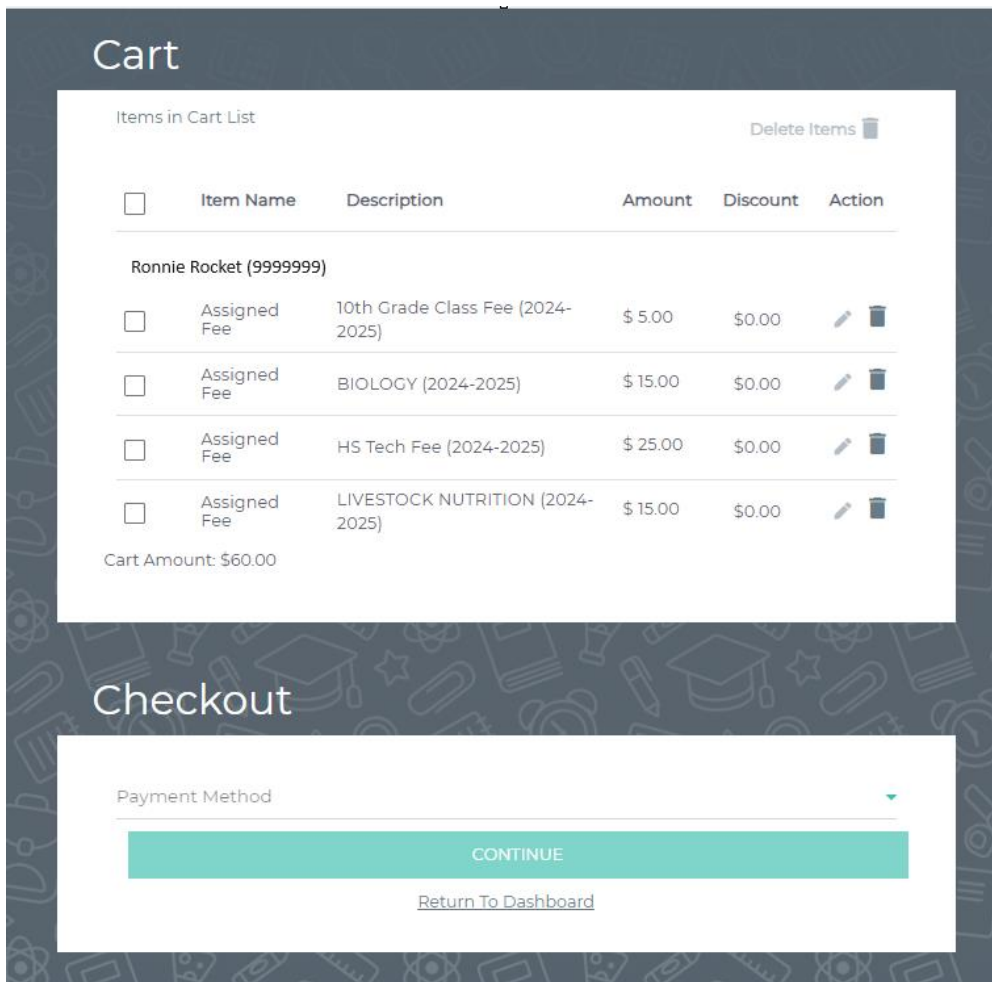
Fee Name	End Date	Amount Due	Action
10th Grade Class Fee (2024-2025)		\$ 5.00 In-Cart \$ 5.00	 
 <a href="#">Fee Details</a>		 <a href="#">Assigned Fees</a>	

- If you need to change the amount you have added to the cart, you may use the pencil icon for that item. Edit the amount and select “ADD TO CART” to update the amount in your cart.

5. As items are added to your cart for payment, the shopping cart at the top right of your screen will update to show your total to be paid.







6. Once all items for payment have been selected, click on the shopping cart in the upper right



7. In the Checkout box, click on the “Payment Method”, the “Continue” button and follow the prompts to finalize your payment.
8. If you select a new payment method, you will be taken to the payment data entry screen shown below.

Enter Your Card Details

We Accept



Card Number

Enter your card number.

MM/YY


CVV Number

☐ Save this card for future transaction

SUBMIT

CLEAR

☐ Verify you are human

  
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9. The screen that follows will be a verification of the fees being paid and the dollar amount of the PaySchools convenience fee being charged. You will need to check the box to accept the fees/charges. You will also need to go through the same process of verifying you are human/clicking submit / and verifying you are human. **Please note that there is a fee of 3.25% + \$1.25 PER TRANSACTION if using a CREDIT or DEBIT CARD. There is a flat fee of \$1.75 if using a CHECKING ACCOUNT.**
10. You will then be given a confirmation of payment, and the opportunity to print the receipt.
11. You will also receive an email of the payment confirmation, along with an attachment of the receipt.
12. Your payment should post to Progress Book within 4 hours of your payment being processed.
13. If you have a question regarding your fee items/amounts, please contact the building secretary of the student with the fees in question.

## Help

- ❖ If you have questions/problems with PaySchools software, please refer to the PaySchools support document located on the Hardin-Houston website, under the “Online Fee Payment” header.
- ❖ If you have questions regarding the fees, please contact your building secretary.