Login to your Parent Portal:

Graphical user interface, text, application, website

Description automatically generated

If you do not have an account, click on the *“****Please click here to create a parent portal account****.”*

Once logged in, click ***More*** on the left side of the screen, and then choose ***InTouch Fee Payments***:

Graphical user interface, text, application

Description automatically generated

Choose the student that you are purchasing/paying for:

Graphical user interface, application

Description automatically generated

Next hit the ***View*** button to see outstanding fines/fees:

Graphical user interface, text, application

Description automatically generated

If you are making a partial payment, before you choose the item you are paying for, change the ***Amount Due*** to the amount you would like to pay:

Graphical user interface, text, application, email

Description automatically generated

Next check the box next to the amount that you just entered and hit the ***Pay Selected Fines/Fees*** button:

Graphical user interface, application

Description automatically generated

If you are ready to checkout, choose the ***Checkout*** button to complete your purchase. If not, choose the ***Continue Shopping*** button:

Graphical user interface, text, application, email

Description automatically generated