

## Parent Instructions for making a payment on e-Funds:

1. Make sure you are at the correct e-Funds site by noting this information at the top of your screen: **Leon County Schools, FL - EDEP & VPK** (see first arrow below)
2. You will need your child's student ID. You can access this number from FOCUS, or ask your school's registrar.
3. Once in the site, select "Pay for Optional Fees". After selecting the appropriate fee item, it will bring you to the page as pictured below.
4. You MAY adjust the dollar amount for any payment item. Simply click on the fee amount, and use the cursor to change to the amount you wish to pay (see second arrow below).
5. You will be required to select the month or cycle intended for your payment (as noted in the third arrow). You cannot proceed without this information.
6. When your fee information is complete, click on "update cart" (noted in the fourth arrow). You may then select an additional fee option, or proceed to check out.

The screenshot displays the 'e-Funds for Schools' website interface. On the left is a navigation menu with the following items: 'Leon County Schools, FL - EDEP & VPK', 'Home', 'Make a Payment', 'Student Fees', 'Optional Fees', and 'Cart' (which has a blue circle with the number '1' next to it). A large blue arrow labeled '1' points to the 'Cart' menu item. The main content area is titled 'Optional Fees' and features a 'GO BACK' link. Below this, the selected fee item is 'After School Full Time' with a current amount of '50.00' and a default amount of '\$175.00'. A blue arrow labeled '2' points to the '50.00' amount. Below the amount is a text prompt: 'Please specify which cycle(s) payment should be applied.' followed by a dropdown menu currently showing '1'. A blue arrow labeled '3' points to this dropdown. At the bottom of the main content area is a blue button labeled 'UPDATE CART', with a blue arrow labeled '4' pointing to it. On the right side of the page is a 'Cart' summary box. It lists 'Alexis Auter After School Full Time' for '\$50.00'. Below this, it shows a 'Subtotal' of '\$50.00' and a blue button labeled 'BEGIN CHECKOUT'.

*If you have any other questions about the e-Funds site, you may contact Sandra Huffman at 487-7626 and I will be happy to help find the answer. Thanks!*