

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 shows the 'Optional Fees' page on the e-Funds for Schools website. The page is divided into three main sections: a navigation sidebar on the left, a main content area, and a 'Cart' sidebar on the right. The navigation sidebar includes the e-Funds for Schools logo and the text 'Leon County Schools, FL - EDEP & VPK'. Below this are links for 'Home', 'Make a Payment', 'Student Fees', 'Optional Fees', and 'Cart' (with a '1' icon). The main content area has a blue header 'Optional Fees' and a 'GO BACK' link. The selected fee is 'After School Full Time' with a current amount of '50.00' and a 'Default: \$175.00'. Below this is a dropdown menu with the text 'Please specify which cycle(s) payment should be applied.' and the number '1' selected. An 'UPDATE CART' button is at the bottom of this section. The 'Cart' sidebar on the right shows the item 'Alexis Auter After School Full Time' for '\$50.00' and a 'Subtotal' of '\$50.00'. A 'BEGIN CHECKOUT' button is at the bottom of the cart. Four blue arrows with numbers 1, 2, 3, and 4 point to the navigation menu, the fee amount, the cycle dropdown, and the 'UPDATE CART' button respectively.

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!