

## 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 left navigation menu, a central fee item details section, and a right cart section. The navigation menu includes 'Home', 'Make a Payment', 'Student Fees', 'Optional Fees', and 'Cart' (highlighted with a blue arrow labeled '1'). The central section shows the 'After School Full Time' fee item with a current amount of \$50.00 and a default of \$175.00. A dropdown menu is open for selecting the payment cycle, with '1' selected (indicated by a blue arrow labeled '3'). A blue arrow labeled '2' points to the \$50.00 amount, and a blue arrow labeled '4' points to the 'UPDATE CART' button. The right section shows a 'Cart' with one item: 'Alexis Auter After School Full Time' for \$50.00, and a 'Subtotal' of \$50.00. A 'BEGIN CHECKOUT' button is visible at the bottom right of the cart.

*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!*