

Payments



Three ways to pay:

1. **Check** — made payable to *Leon County School Board (LCSB)*
2. **Money Order** — made payable to *Leon County School Board (LCSB)*
3. **Credit/Debit Card** — requires an online service fee

It is the parent's responsibility to make sure all EDEP fees are paid on or before their respective due dates. Please do not send fees to a child's classroom teacher. Fees be submitted to the front office. All payments must be received in the EDEP office on time or a late fee will be charged. The late fee charge is set by Leon County School Board and will be a \$10.00 flat rate per family.

Online Payments

Creating a New Account

1. Gain access to your child's FOCUS Parent Portal account. (Info available from Ms. Payne in the Desoto Trail front office.)
2. After logging in to FOCUS, click the EDEP Payment Portal link.
3. Click on **Create an Account**.
4. Provide requested information.
5. Click **Create an Account** to finalize your information.

Account Management—Students

1. Log into your account.
2. Select **Manage Students** under **Manage Account**.
3. Enter student Last Name and Family or Student ID#. Student ID# is available on your child's FOCUS account and is the same number your student uses to log into IReady.
4. Select **Add Student(s)**.
5. Repeat steps 2-4 to add additional students.

Account Management—Payment Information

1. Log into your account.
2. Select **Payment Methods** under **Payment Settings**.
3. Select **New Credit Card** or **New Direct Debit** to add new payment information.
4. After entering all required information, read Consent and select **Add** to save information to account.

Make a Payment

1. Select type of payment you would like to make.
2. Select student.
3. Enter amount of payment.
4. Select **Begin Checkout**.
5. Choose payment method or enter new method.
6. Review items and total.
7. Select **Pay Now**.