

## 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.

**e-Funds for Schools**

Leon County Schools, FL - EDEP & VPK

Home

Make a Payment

Student Fees

Optional Fees

Cart

**Optional Fees**

← GO BACK

**After School Full Time**

50.00

Default \$100.00

Please specify which cycle(s) payment should be applied.

1

**UPDATE CART**

**Cart**

After School Full Time X

Subtotal \$50.00

**CHECKOUT**

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