



# New Payment Options

**Field Trip and Activity Fees can now be paid online. Please see step-by-step directions below.**

**If you currently pay EDEP fees online you will need to create a separate account for field trip and activity fees.**

## Creating a New Account

1. Gain access to your child's FOCUS parent portal. (info available through the front office)
2. After logging in to FOCUS, click the payment portal link located on the righthand side of the screen labeled "**School Fees.**"
3. Click on **Create an Account.**
4. Provide requested information.
5. Click **Create Account** to finalize your information.

## Adding Students

1. Log into your account.
2. Click on **Manage Account.**
3. Select **Manage Students.**
4. Enter student last name and student number. Your child's student number can be found though FOCUS. (top right of screen)
5. Select **Add Student(s).**
6. Repeat steps 2-5 to add additional students.

## Adding Payment Information

1. Click on **Payment Settings.**
2. Select **Payment Methods.**
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. Log in to account and select **Pay for Fees.**
2. Choose student and select fee to pay.
3. Adjust fee amount if applicable.
4. Enter student name (first and last name).
5. Click **Add to Cart.**
6. Verify payment amount.
7. Click **Begin Checkout.**
8. Enter info and click **Pay Now.**
9. Receipt will be sent to email on file with eFunds.

**The e-Funds for Schools electronic payment service is provided to the school by a third-party service provider. The service provider has a nominal fee for their service. The system carries a Non-Sufficient Funds (NSF) charge of \$15.00 if the payment is "bad." For payments made by credit card or debit card, there is a convenience fee of \$2.65 per \$100.00 payment increments and there is a \$1.00 per each transaction fee for checking account payments, regardless of amounts. When you set up your account, please review your options carefully.**