

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 title is 'Optional Fees' and the main heading is 'After School Full Time'. The price is listed as 50.00, with a default of \$175.00. Below the price, there is a prompt: 'Please specify which cycle(s) payment should be applied.' with a dropdown menu showing '1'. A 'GO BACK' link is at the top left, and an 'UPDATE CART' button is at the bottom. On the right, a 'Cart' summary shows 'Alexis Auter After School Full Time' for \$50.00, a 'Subtotal' of \$50.00, and a 'BEGIN CHECKOUT' button.

Item	Amount
Alexis Auter After School Full Time	\$50.00
Subtotal	\$50.00

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!