

School Online Payments

Parent User Guide

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Create a New Parent Account

Some parents will not have to manually create a parent account. If your school district is using an existing parent portal, like PowerSchool Parent Portal, your parent account and attached children will automatically be linked with the online payment website.

Happyview School District

Don't have an account?

1 → Sign Up

Help

Login

E-mail

Password

[Forgot Password?](#)

Logon

From the Online Payment Home Page

1. Click on the Sign Up button.

Sign Up - Parent Information

The screenshot shows a 'Sign Up' window titled 'Step 1/2'. The form is divided into several sections:

- Parent Information:** Contains two input fields: 'First Name' (with 'Jane' entered) and 'Last Name' (with 'Acom' entered). A green circle with the number '1' is positioned to the left of these fields.
- Create Login:** Contains two input fields: 'E-Mail' (with 'janeacom@email.com' entered) and 'Password' (with masked characters). A green circle with the number '2' is positioned between these two fields.
- Confirm Login:** Contains two input fields: 'Confirm E-Mail' (with 'janeacom@email.com' entered) and 'Confirm Password' (with masked characters).
- Agreement:** A yellow highlighted box containing a checked checkbox and the text: 'I have read and agree to the [Terms and Conditions](#) of this site.' A green circle with the number '3' is positioned to the left of this box.
- Navigation:** At the bottom, there is a 'Cancel' button on the left and a 'Next' button on the right. A green circle with the number '4' is positioned to the left of the 'Next' button.

From the Sign Up Window:

1. Enter your (the parent's) First Name and Last Name.
2. Enter and confirm your E-Mail address and select and confirm a Password.
3. Check the box, 'I have read and agree to the Terms and Conditions of this site'.
4. Click Next.

Sign Up - Add Students

Sign Up

Add Students

For each student you would like to add to your account, complete the information below and click Add Student.

Step 2/2

1

Student ID	Last Name	Add Student
2357958	Connors	<input type="button" value="Add Student"/>

2

Student ID	Name	Grade	Remove
2749959	Ian Jones	09	<input type="button" value="X"/>
2749736	Kristen Wong	11	<input type="button" value="X"/>
2749474	Matthew McKinney	12	<input type="button" value="X"/>
2357958	Sarah Connors	09	<input type="button" value="X"/>

3

From the Sign Up Page:

1. Type in the Student ID and Last Name.
2. Click on Add Student. The student record will appear below if there is a match. Repeat steps 1-2 for each student you need to add. If the student record is not correct, click on the red 'X' in the Remove column to remove the record from the student
3. Click Done when finished.

rycorsoftware.com

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Understanding the Fee Summary Page

>> Log Off

Happyview School District

3 **CART**
\$1,307.50 **View Cart** **Checkout**

2

Summary **Ian** **Kristen** **Matthew** **Sarah**

4
Manage Cards Edit Settings Students My Orders

SUMMARY
To pay your fees, **click on each student's tab**, and click **Add to Cart** on the items you want to pay now. This will add them to your "cart" for payment. To review or remove items from your cart, click **View Cart**. When complete, click **Checkout** to make your payment.

For details on financial assistance with school fees, [click here](#)

Student ID	Name	Grade	School	Due
2749959	Ian Jones	09	Happyview Secondary School	\$502.00
2749736	Kristen Wong	11	Happyview Secondary School	\$282.50
2749474	Matthew McKinney	12	Happyview Secondary School	\$489.00
2357958	Sarah Connors	09	Happyview Secondary School	\$299.00

1. After adding all students, you will be brought to a Summary Page that displays the outstanding balance for each student attached to your parent account.
2. Each student will also have their own separate tab that displays a detailed breakdown of fees on individual accounts.
3. The total amount due for all children will appear in the CART total in the top right corner of the window.
4. Click on different Account icons to view or edit details of your parent account:
 - > Edit Settings - edit your e-mail, password, or name.
 - > Students - add or remove students from your account.
 - > My Orders - view past payments on your account.

Understanding the Student Account Tab

The screenshot shows the 'Student Account Tab' for Matthew McKinney. At the top, there are tabs for 'Summary', 'Ian', 'Kristen', and 'Matthew' (highlighted with a red box and callout 1). To the right are icons for 'Edit Settings', 'Students', and 'My Orders'. Below the tabs, a blue header displays the student's name 'Matthew McKinney', ID '2749474', and 'Grade: 12'. To the right of this header are three summary boxes: 'SCHOOL FEES \$289.00', 'ADDITIONAL ITEMS \$0.00', and 'TOTAL DUE \$289.00'. A yellow note box (callout 2) states: 'School Damage Deposits are refunded when withdrawal paperwork has been submitted to the office or the student successfully graduates from grade 12.' Below this are three tabs: 'School Fees Due Now' (highlighted), 'Future Charges', and 'Paid' (callout 3). A 'Print Statement' button is also present. The main table lists various fees with columns for 'Due Now', amount, and date. Each row has an 'Add to Cart' button, with two buttons highlighted in red (callout 4). At the bottom, the 'Additional Items' section (callout 5) shows 'New Items' and two optional fees: 'Noon Hour Supervision Fee 2013/2014' and 'Yearbook Fee 2013/2014'. The 'Total Due' is listed as \$489.00.

	Due Now		
School Damage Deposit	\$75.00	16-Apr-2012	In Cart
Hot Lunch Program	\$75.00	27-Apr-2012	Add to Cart
Registration Fee	\$45.00	27-Sep-2012	In Cart
Biology 12 - Lab Fee	\$15.00	23-Oct-2012	In Cart
Student Leadership Fee	\$10.00	23-Oct-2012	In Cart
Lock Fee	\$5.00	23-Oct-2012	In Cart
Graduation Fee	\$125.00	8-Nov-2012	Add to Cart
Technology Fee	\$75.00	14-May-2013	In Cart
Student Agenda	\$9.00	23-May-2013	In Cart
Learning Resource Fee	\$55.00	21-Aug-2013	In Cart
Total Due:	\$489.00		

1. Click on each tab to review individual student fees.
2. Any notes from the school or district will appear in yellow at the top of the screen.
3. The default view is School Fees Due Now, but you can also view Future Charges and past Paid.
4. Depending on the setup of your district's online payment website, mandatory school fees may already been added to the shopping cart automatically, or you may have the option of choosing which fees to add to the cart.
5. At the bottom of the window is a section called Additional Items, which are optional fees that can be added to a shopping cart. These fees are not included in a student's outstanding balance until added to the cart.

Printing Student Account Statements

Parent Account > Specific Student tab

You can print and save student account statements to your computer for any child attached to your parent account.

The screenshot shows the Happyview School District parent account interface. The 'Asher' student tab is selected. A 'Print Statement' link is highlighted with a red box and a green arrow pointing to a pop-up window. The pop-up window displays the 'Orchard Park Elementary (Beta) Student Account Summary' for Asher Green. The summary includes a table of current charges and a total due amount of \$79.52. A red box highlights the print and save icons in the pop-up window's footer.

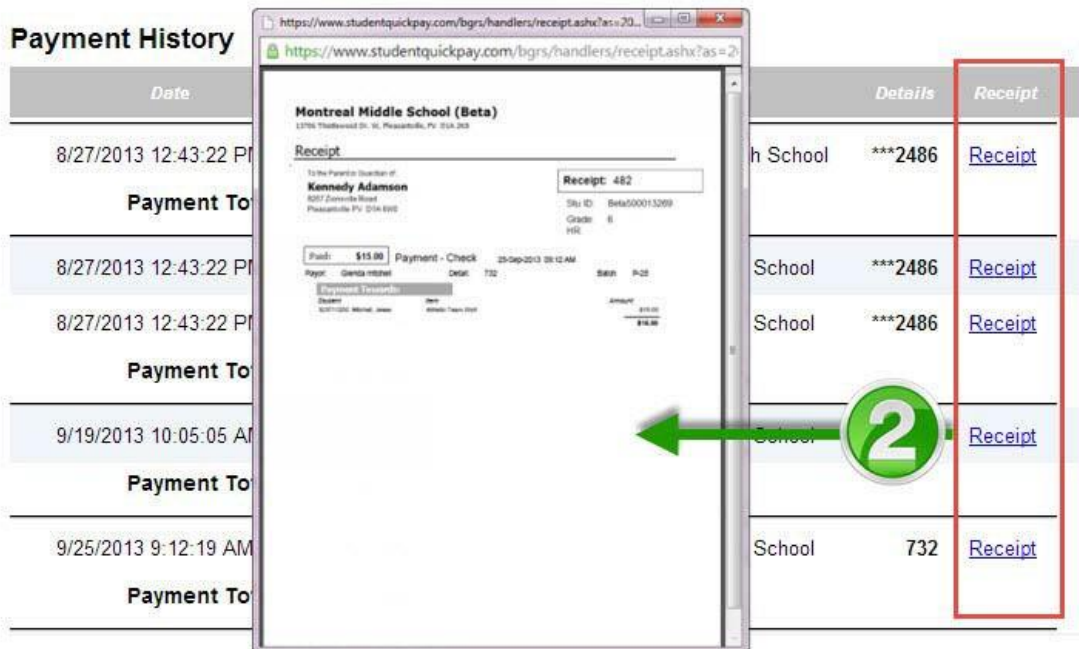
Current Charges	Fee	Paid	Due
2013/2014			
Current Fees			
Homeroom 4 - Consumable Cost	\$29.59	\$0.00	\$29.59
Homeroom 4 - Material Cost	\$7.82	\$0.00	\$7.82
Homeroom 4 - Textbook Rental	\$42.11	\$0.00	\$42.11
Account Total:	\$79.52	\$0.00	\$79.52

1. Navigate to the appropriate student tab.
2. Click on the Print Statement link.
3. The student account statement will pop-up in another window.
4. Print or save the statement to your computer.

Printing Payment Receipts

[Parent Account](#) > [My Orders](#)

You can print and save payment receipts from the online payment website.



1. Click on the My Orders icon.
2. In the Payment History window, select Receipt in the far-right column to save or print the desired payment receipt.

Adding Fees to the Cart

Mandatory school fees may or may not already be in a parent's shopping cart. These settings are determined by the school district and will vary.

The screenshot shows the Rycor School Online Payments interface for a student named Matthew McKinney (ID: 2749474, Grade: 12). The cart summary shows School Fees of \$205.00, Additional Items of \$0.00, and a Total Due of \$205.00. A yellow banner notes that School Damage Deposits are refunded upon graduation. The 'School Fees Due Now' section lists various fees with their amounts and due dates. A table highlights that fees with 'Add to Cart' buttons (Biology 12 - Lab Fee, Student Leadership Fee, Lock Fee, Graduation Fee, Technology Fee, Student Agenda, Learning Resource Fee) must be added to the cart before payment. The 'Additional Items' section shows optional fees like 'Noon Hour Supervision Fee' and 'Yearbook Fee' which also require being added to the cart. Three numbered callouts (1, 2, 3) point to the 'Add to Cart' buttons for the Lab Fee, the 'Add to Cart' buttons for the Graduation Fee, and the 'Add to Cart' button for the Yearbook Fee respectively.

Due Now		
School Damage Deposit	\$75.00	16-Apr-2012
Hot Lunch Program	\$75.00	27-Apr-2012
Registration Fee	\$45.00	27-Sep-2012
Biology 12 - Lab Fee	\$15.00	23-Oct-2012
Student Leadership Fee	\$10.00	23-Oct-2012
Lock Fee	\$5.00	23-Oct-2012
Graduation Fee	\$125.00	8-Nov-2012
Technology Fee	\$75.00	14-May-2013
Student Agenda	\$9.00	23-May-2013
Learning Resource Fee	\$55.00	21-Aug-2013
Total Due:	\$489.00	

1. Fees that have the Add to Cart button next to them must be added to the cart before they can be paid for. As soon as you click on the Add to Cart button, the CART total will automatically update to reflect the new balance.
2. Fees that appear as buttons in the Additional Items area are optional and must be added to the cart before they can be purchased. After you click on the button, a confirmation box will pop-up and prompt you to add the fee to your cart.

Viewing the Cart

After you have added all fees to your shopping cart, click on View Cart in the top right-hand corner of the screen to review your cart. Depending on the payment settings of your school district, you may, or may not be allowed to remove mandatory fees from your cart. If you see remove buttons next to each fee, you can click on them and your Student Total will adjust accordingly. Once you are ready to make payment, click on the Pay Now button.

Cart Total: \$333.25
Pay Now

Stephanie Rodriguez Due Pay

2014/2015

General Fees		\$124.00
Graduation Fee	\$50.00	\$50.00
Learning Resource Fee	\$55.00	\$55.00
Student Agenda	\$9.00	\$9.00
Student Leadership Fee	\$10.00	\$10.00
Individual Assessments		\$75.00
Football Uniform	\$70.00	\$70.00
Lock Fee	\$5.00	\$5.00

Student Payment:
199.00
Update Cart

Alex Town Due Pay

2014/2015

Course Fees		\$70.25
Biology 11 - Lab Fee	\$15.00	\$15.00
French Workbook 10	\$14.50	\$14.50
Instrument Rental	\$25.00	\$25.00
Math 10 Textbook Rental - S2	\$15.75	\$15.75
General Fees		\$64.00
Registration Fee	\$45.00	\$45.00
Student Agenda	\$9.00	\$9.00
Student Leadership Fee	\$10.00	\$10.00

Student Payment:
134.25
Update Cart

Payment Amount: \$333.25

Sub Total: \$333.25

Total Payment: \$333.25

Pay Now

Making a Partial Payment

If partial payments are an option made available by your School District, you can choose to pay for a portion of school fees if you do not wish to pay the full amount.

- When viewing your cart total, you can delete the amount in the green Student Payment box for each student, and change it to another amount.

Cart Total: \$155.25 **Pay Now**

Alex Town Due Pay

2014/2015

Course Fees		\$70.25	
Biology 11 - Lab Fee	\$15.00	\$15.00	<input type="button" value="remove"/>
French Workbook 10	\$14.50	\$14.50	<input type="button" value="remove"/>
Instrument Rental	\$25.00	\$25.00	<input type="button" value="remove"/>
Math 10 Textbook Rental - S2	\$15.75	\$15.75	<input type="button" value="remove"/>
General Fees		\$85.00	
Activity Card	\$5.00	\$5.00	<input type="button" value="remove"/>
Student Activity Fee	\$70.00	\$70.00	<input type="button" value="remove"/>
Student Leadership Fee	\$10.00	\$10.00	<input type="button" value="remove"/>

Student Payment:

Payment Amount: \$155.25

Sub Total: \$155.25

Total Payment: \$155.25

Pay Now

- Click on the Update Cart button to update your total payment amount. Payments will be applied to fees based on a priority ranking system determined by the School District.
- Click on the PayNow button when ready to provide payment.

Checking Out

After reviewing each student tab, click the Checkout button in the top right-hand corner of the window to pay for school fees. If you are viewing fees from the Cart, click the PayNow button to checkout.

Enter Payment Details

Once you are brought to the Payment Details page, select your Payment Type:

- Credit Card
- Electronic Check (USA only)
- Interac Online (Canada only)

Payment Details

Choose Payment Type:

[Manage Saved Cards](#)

- Credit Card
- Electronic Check
- INTERAC® Online

Pay by Credit Card



Cardholder Name

Credit Card Number

Expiration Date 01 (Jan) / 2014

CVD (# on back of card)

Payment Amount: \$300.00 US

[Cancel](#)

[Submit Payment](#)

Stephanie Rodriguez

Due Pay

2014/2015

General Fees \$195.00

Graduation Fee	\$50.00	\$50.00
Learning Resource Fee	\$55.00	\$55.00
September - Hot Lunch Program	\$25.00	\$25.00
Sr. Registration Fee	\$55.00	\$55.00
Student Leadership Fee	\$10.00	\$10.00

Individual Assessments \$5.00

Lock Fee	\$5.00	\$5.00
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Student Total: \$200.00

Alex Town

Due Pay

2014/2015

Course Fees \$40.00

Biology 11 - Lab Fee	\$15.00	\$15.00
French Workbook 10	\$14.50	\$0.00
Instrument Rental	\$25.00	\$25.00
Math 10 Textbook Rental - S2	\$15.75	\$0.00

General Fees \$60.00

Activity Card	\$5.00	\$0.00
Student Activity Fee	\$70.00	\$50.00
Student Leadership Fee	\$10.00	\$10.00





Student Total: \$100.00

Payment Amount: \$300.00

Credit Card Payments

Your School District determines which credit card companies they will accept payments from. If you do not see the logo of your credit card on your school district payment website, it means this method is not accepted.

Pay by Credit Card

Cardholder Name

Credit Card Number

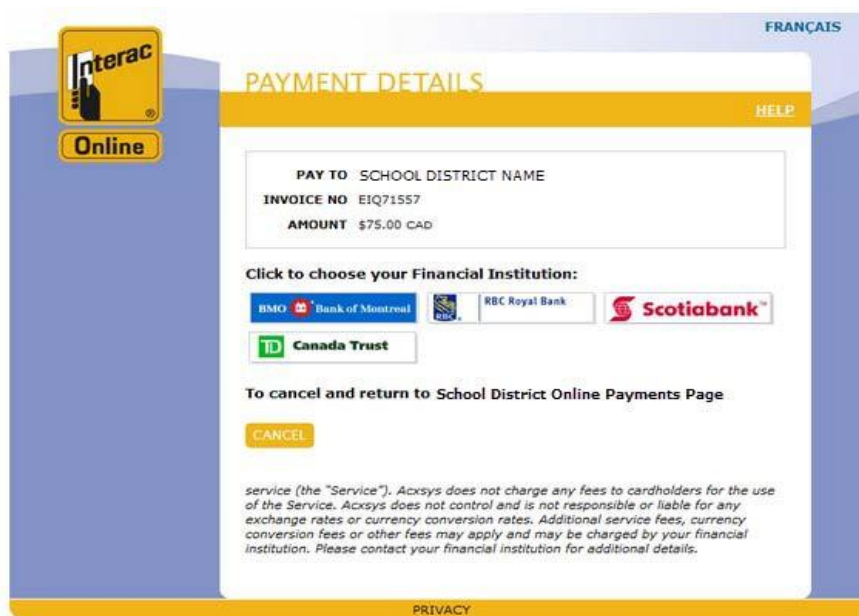
Expiration Date /

CVD (# on back of card)

Payment Amount: **\$788.00 CDN**

Interac Online Payments

When you are ready to checkout, you can select the Interac Online payment type if this option is available to your school district. After clicking on the Submit Payment button, you must then choose a Financial Institution. Once you click on your Financial Institution, you will be brought to their online banking page and must log in to your bank with your regular online banking username and password.



FRANÇAIS

Interac

Online




PAYMENT DETAILS [HELP](#)


PAY TO SCHOOL DISTRICT NAME

INVOICE NO EIQT1557

AMOUNT \$75.00 CAD

Click to choose your Financial Institution:



To cancel and return to School District Online Payments Page:

service (the "Service"). Acxsys does not charge any fees to cardholders for the use of the Service. Acxsys does not control and is not responsible or liable for any exchange rates or currency conversion rates. Additional service fees, currency conversion fees or other fees may apply and may be charged by your financial institution. Please contact your financial institution for additional details.

PRIVACY

If you do not bank with one of the financial institutions below, you will not be able to pay with Interac Online. Please note that Interac Online acceptance is determined by individual financial institutions and NOT by the School District, Rycor Software or Moneris.



Check your E-mail for Online Payment Receipt

After you have successfully submitted your payment, you should check your e-mail for an electronic receipt that will look similar to the image below.

The email will be sent from StudentQuickPay.com and the Subject will be 'School Payment Receipt/ Confirmation'.

If you do not receive an e-mail within half an hour of payment, you should first check your Spam folder and also ensure that you are checking the correct e-mail account that is attached to your online payment parent account.

If the receipt is not in your Spam folder and you are certain you are checking the correct e-mail account, please click on the link for Technical Support for Parents located at the bottom of every online payment page and send an e-mail to the address provided.

Receipt / Confirmation

Thank you! Please find below the details of your transaction.

Please print and retain this email for your records.

This receipt / confirmation has been emailed to

Stephanie Rodriguez	Due	Paid
School Fees		\$64.00
Sr. Registration Fee	\$55.00	\$55.00
Student Agenda	\$9.00	\$9.00
	Student Total:	\$64.00
Matthew Sadres	Due	Paid
School Fees		\$27.00
ECS Registration Fee	\$7.00	\$7.00
Jr. Activity Fee	\$20.00	\$20.00
	Student Total:	\$27.00
	Cart Total:	\$91.00
	Payment Amount:	\$91.00

School Receipt:

ReceiptID: Ref#: 123456789012345678

AMOUNT: 91.00

Response Code: 00 Auth: 123456 Time: 1/23/2015 10:18:06 AM

Date Code: 1/23/2015 10:18:06 AM Type: 00

Card Type: V ISO Code: Trx#: 123456_78 AVS#: null CVD: null