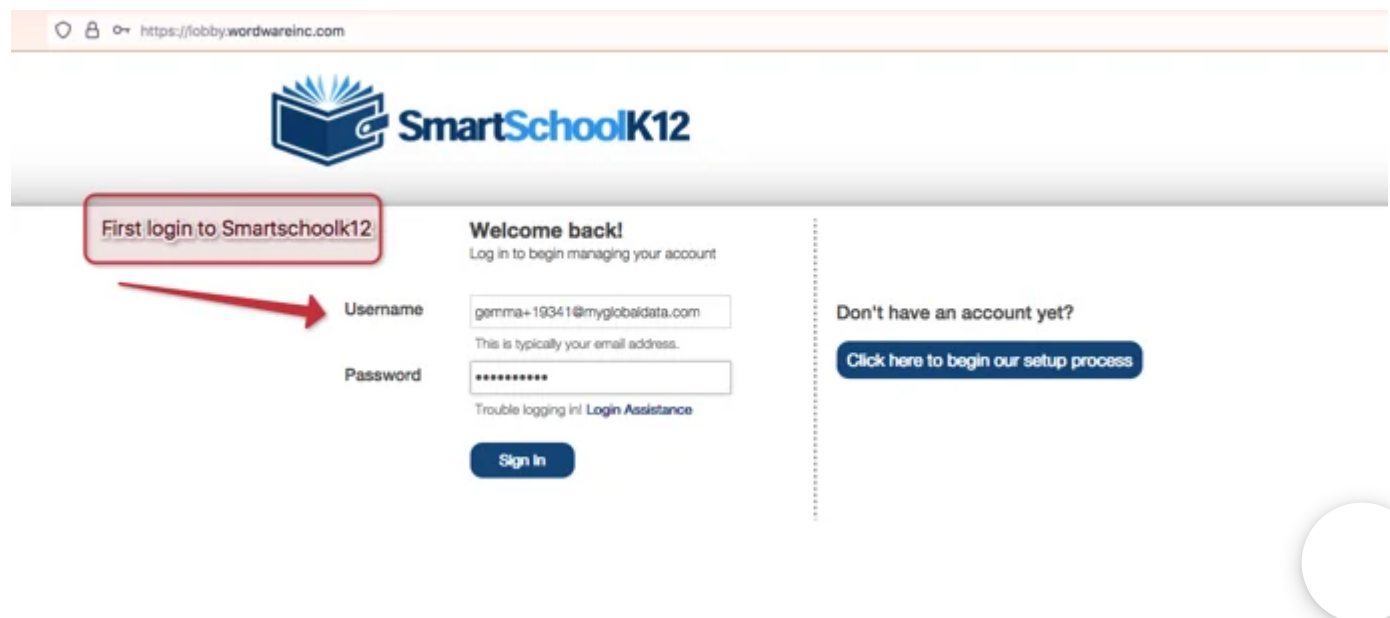


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# How do I pay for a student fee?

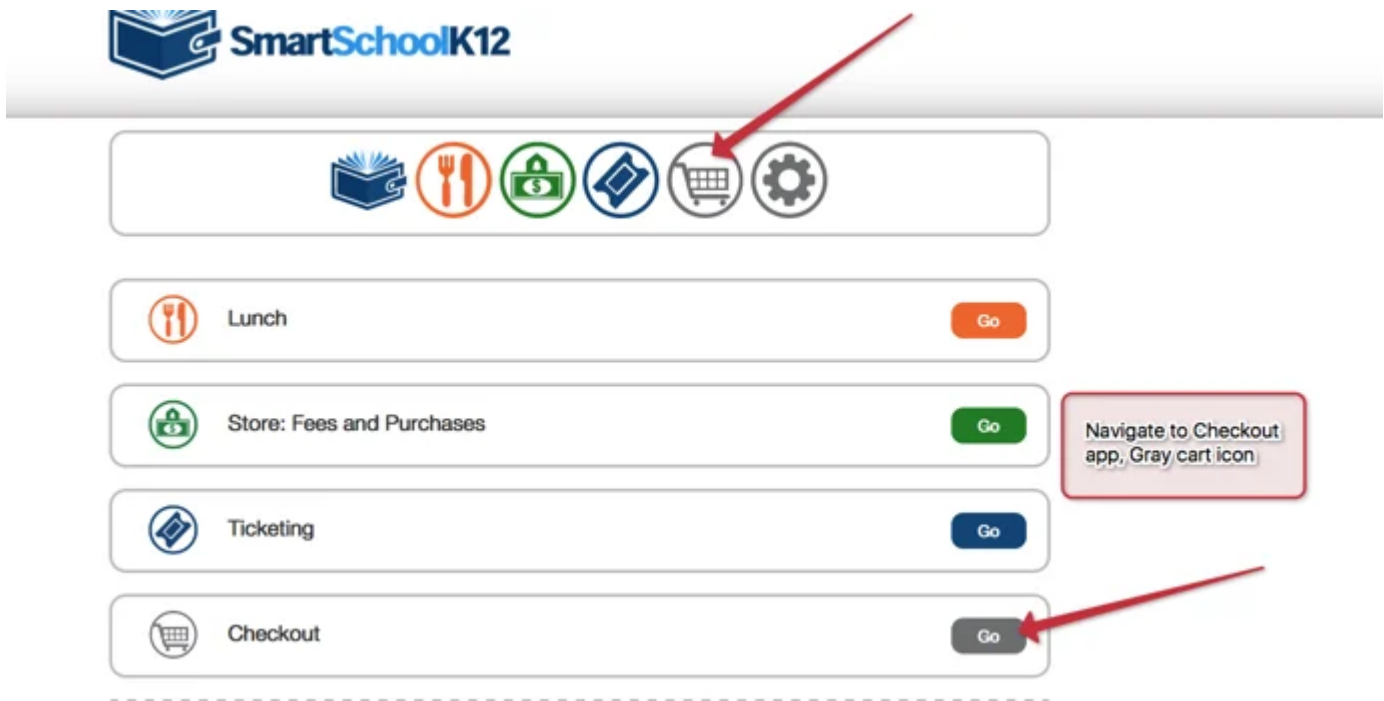
Login to your smartschoolk12 account to pay for assigned student fees

1. Login to your Smartschoolk12 parent account

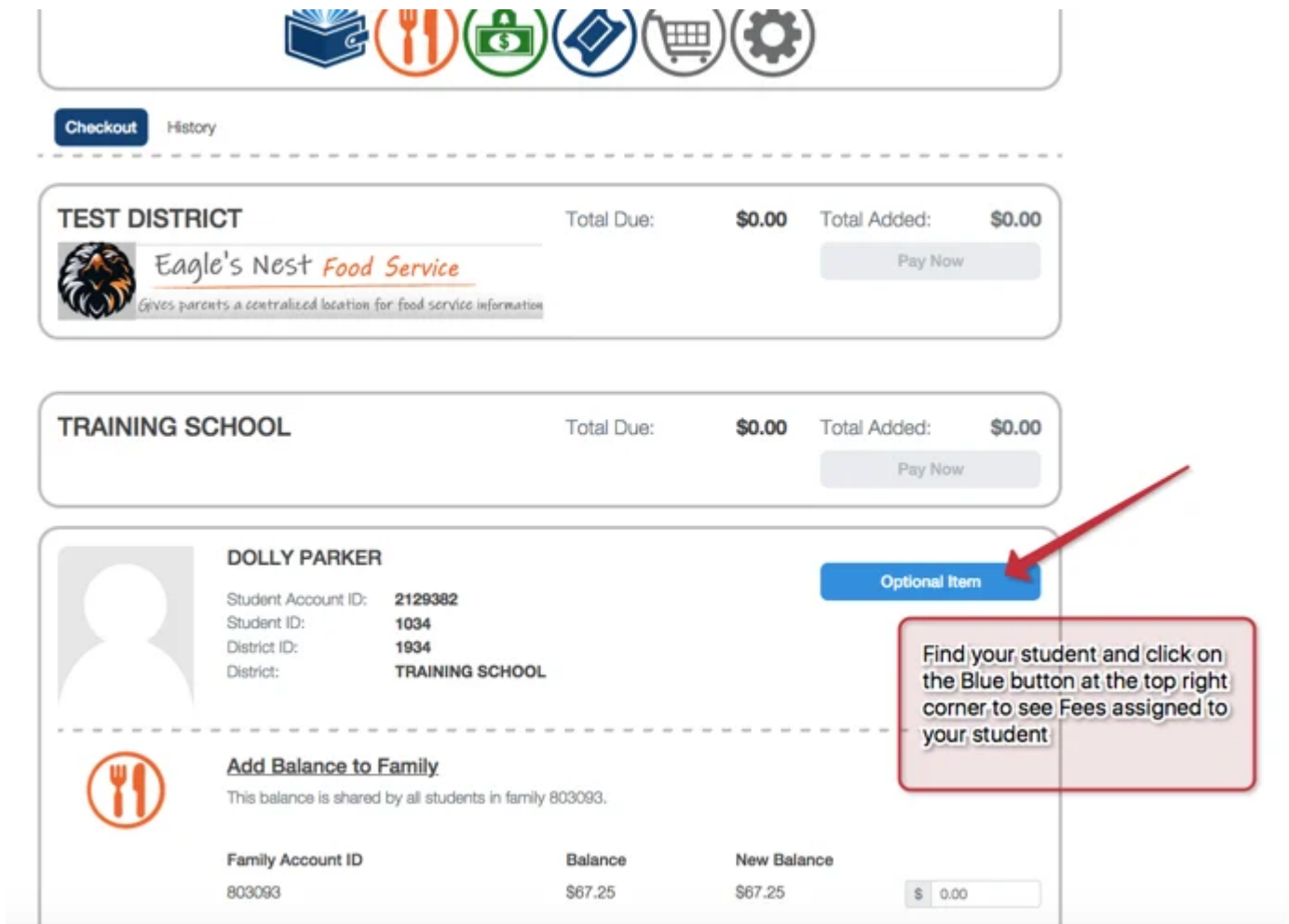


The screenshot shows a web browser window with the URL <https://lobby.wordwareinc.com>. The page features the SmartschoolK12 logo at the top. Below the logo, there is a login section with the heading "Welcome back! Log in to begin managing your account". The login form includes fields for "Username" (containing "gemma+19341@myglobaldata.com") and "Password" (masked with "\*\*\*\*\*"). A red box highlights the text "First login to Smartschoolk12" with a red arrow pointing to the Username field. Below the password field is a link for "Trouble logging in? Login Assistance". To the right of the login form is a section titled "Don't have an account yet?" with a button that says "Click here to begin our setup process". A "Sign in" button is located at the bottom of the login form.

2. Navigate to Checkout app, the gray cart icon



3. Find your student and on the top right corner click on the blue button



4. You will see all of the available fees assigned to your student, click "add item" for the fee you want to pay for

The screenshot displays a student account management interface. At the top, it shows 'TEST DISTRICT' with a total due of \$0.00 and total added of \$0.00. Below this is the 'Eagle's Nest Food Service' logo and a 'Pay Now' button. The main section is titled 'TRAINING SCHOOL' and shows a student profile for 'DOLLY PA' with fields for Student Account, Student ID, District ID, and District. A modal window titled 'Optional Item' is open, listing three items: 'Chrome Book' (Item ID: 46468, \$50.00), 'Chrome Book Insurance' (Item ID: 46470, \$30.00), and 'Parking Pass' (Item ID: 46465, \$50.00). Each item has an 'Add Item' button. A red arrow points from a text box to the 'Add Item' button for the 'Parking Pass' item. The text box contains the instruction: 'All fees assigned to student will show, click add item to pay for the fee'. At the bottom, there is a section for 'Add Balance to Family' with a table showing the family account ID, current balance, and new balance.

Family Account ID	Balance	New Balance
803093	\$67.25	\$67.25

5. The fee will show at the bottom of your student profile, click the "click to pay" button

TRAINING SCHOOL Total Due: **\$50.00** Total Added: **\$0.00**

Pay Now

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**DOLLY PARKER** Optional Item

Student Account ID: **2129382**  
 Student ID: **1034**  
 District ID: **1934**  
 District: **TRAINING SCHOOL**

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**Add Balance to Family**  
 This balance is shared by all students in family 803093.

Family Account ID	Balance	New Balance
803093	\$67.25	\$67.25

\$ 0.00

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**Other School Fees**

ID	Description	Date	Amount
5972	Parking Pass - B Lot Parking - BLP2020	07/22/2021	\$50.00

Click to Pay

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**DORY PARKER** Optional Item

You will see selected fee show at the bottom, next click to pay button

6. Often times, the fee will require you to first fill out a form before you can complete the payment

**DOLLY PARKER** Optional Item

Student Account ID: **2129382**  
 Student ID: **1034**  
 District ID: **1934**  
 District: **TRAINING SCHOOL**

---

**Add Balance to Family**  
 This balance is shared by all students in family 803093.

Family Account ID	Balance	New Balance
803093	\$67.25	\$67.25

\$ 0.00

---

**Other School Fees**

ID	Description	Date	Amount
5972	Parking Pass - B Lot Parking - BLP2020	07/22/2021	\$50.00

Click to Pay

Form

To complete this purchase, additional information is required. Would you like to proceed?

Yes No

For some fees there will be forms to fill out before you can pay

7. Fill out the required Form as necessary and click submit responses

Tuba  
 Baritone  
 Bass Clarinet  
 French Horn  
 Percussion  
 Bari Sax

As a parent/guardian of a student who is using a school district-owned musical instrument, I (we) agree to the following conditions.

If the instrument is damaged, I will not attempt to repair it on my own, I (we) will return the instrument to the director, who will arrange for repair. The school district is responsible for repair charges due to normal wear and tear. I am responsible for repair charges due to neglect or abuse.

If the instrument is lost, I am responsible for paying for its replacement.

I agree to the above 2 statements/conditions.\*


I Agree

Parent Full Name

Parent/ Guardian Signature

Date Signed

**Fill out required form and click Submit responses**

**Submit Responses** 

5972    Parking Pass - B Lot Parking - BLP2020    07/22/2021    \$50.00    **Click to Pay**

**Form** ✕

Your answers have been successfully submitted.

**Add Balance to Family**  
 This balance is shared by all students in family 803093.

Family Account ID	Balance	New Balance
803093	\$67.25	\$67.25

\$ 0.00

8. Click the blue "click to pay" button again and now that your form has been submitted the button will turn green. Next, click the blue "pay now" button at the top

**TRAINING SCHOOL** Total Due: **\$50.00** Total Added: **\$50.00**

**Pay Now**

**DOLLY PARKER** Optional Item

Student Account ID: 2129382  
 Student ID: 1034  
 District ID: 1934  
 District: TRAINING SCHOOL

**Add Balance to Family**  
 This balance is shared by all students in family 803093.

Family Account ID	Balance	New Balance
803093	\$67.25	\$67.25

\$ 0.00

**Other School Fees**

ID	Description	Date	Amount
5972	Parking Pass - B Lot Parking - BLP2020	07/22/2021	\$50.00

1. Click to pay button again and it should now change to green

2. Click pay now above here

9. Lastly, review you funding source or add a payment method if necessary and click Pay Now. If payment successfully posted, you will receive an email with a receipt

**Checkout** History

**TEST DISTRICT** Eagle's Nest Gives parents a centralized...

**TRAINING SCHOOL** Total Added: **\$50.00**

**Pay Now**

**DOLLY PARKER** Optional Item

Student Account ID: 2129382  
 Student ID: 1034  
 District ID: 1934  
 District: TRAINING SCHOOL

**Checkout**

Please select a funding source:

Credit Card ending in 1111

**Order 1**

Parking Pass - B Lot Parking - BLP2020	\$50.00
<b>Order Subtotal:</b>	<b>\$50.00</b>
<b>Grand Total:</b>	<b>\$50.00</b>

Notice: Each order will appear as a separate charge in your statement.

**Pay Now** **Cancel**

Review payment info and total and click pay now