

Making an Online Payments

Questions or issues contact Jessie Olson at Willmar Public Schools @ 320-231-8555

To utilize Vanco, the new online payment system, to add money to your students Meal account, pay due fees assigned to your student or choose an optional fees to pay such as extracurricular activity or food service health snack options, just log into your parent portal account and navigate to the Family section > Payments

*** **Payments can only be made from the Family Payments section of the Portal.**

To start the payment process:

- **Login to Parent Portal**
- In the left hand index, click **Payments**
- Select all the fees you want to pay and/or enter \$ amount to pay (Food Service Account, Assigned Fees and Optional Fees such as extracurricular activities and other mics items)
- Click the **Continue** button

The screenshot shows the 'Payments' section of a parent portal. On the left is a navigation menu with 'Payments' highlighted. The main content area is titled 'Payments' and shows 'Accepted Payment Methods' (VISA, DISCOVER, echeck). Below this, there are sections for 'Food Service Account' and a table of fees for two students: Adam M and Laura A. The table lists fees like 'Registration Fee', 'New Fee', and 'Optional Fee 1' with their due dates and amounts. At the bottom right, there is a 'Convenience Fee' of \$2.00 and a 'Total' field, followed by a 'Continue' button.

Student	Fee	Due Date	Due	Payment
Student, Adam M	Registration Fee	09/20/2013	\$25.00	\$
Student, Adam M	New Fee	06/19/2014	\$50.00	\$
Student, Adam M	Optional Fee 1	06/19/2014	\$150.00	\$
Student, Laura A	Registration Fee	09/20/2013	\$25.00	\$
Student, Laura A	Optional Fee 1	06/30/2014	\$144.00	\$
Student, Laura A	Choir Concert	07/01/2014	\$13.00	\$

- On the next page, click the **Add** button next to **Select the Payment Method** to register your payment information (this will only need to be done once) **or, if your payment methods are already set up choose from an already established account.**

Registering Payment Info:

The screenshot shows the 'Add Payment Method' form. It includes fields for 'Billing Information' (Name, Address, City, State / Zip) and 'Account Type' (Checking, Savings, Credit/Debit Card). The 'Checking' option is selected. There are also fields for 'Routing Number' and 'Account Number'. At the bottom, there are 'Back to Payments' and 'Save' buttons.

Billing Information
Name: (required) Robert Parent
Address: (required) 4321 109th Ave NE
City: (required) Any Town
State / Zip: (required) MN / 55449

Account Type
 Checking Savings Credit/Debit Card
Routing Number: 075900575
Account Number: 123456789

Buttons: Back to Payments, Save

- After Registering Payment, toggle/select **Payment Method**
- Click **Continue**

Payments

Accepted Payment Methods

Payment History

Total: \$82.00

Select the payment method

*6789 - Checking

*0026

- Review payment information and enter an **email address** to have the receipt emailed to the preferred email address
- Click **Make Payment** to process the payment

Payments

Confirmation

Please confirm your payment choices and payment type.

Student	Calendar	Fee
Student, Adam M	12-13 Senior High	Athletics

Convenience Fee:

Total:

Payment Method: *6789

Receipt email address:

- To print a copy of the receipt, click **Print** in the lower right-hand side of the screen.
- To return to the main Payments screen, click **Back To Payments**.
- If an email address was entered to receive a receipt, it will look similar to this:

Important message from the Public Schools Campus Messenger system:

Your payment is complete. Please print this receipt for your records.
 Date: 8/7/2013 9:49 AM
 Reference #: 16088204
 Payment Method: VISA *0026
 Convenience Fee: \$3.00
Total: \$38.00
 thank you!

This message was delivered on behalf of the Public Schools.

Please do not reply to this email. This messenger mailbox is not monitored.