

Optional Payments

Last Modified on 10/21/2024 8:20 am CDT

[Where do I go to Pay an Optional Fee?](#) | [How do I Pay an Optional Fee?](#) | [Pay an Optional Fee](#)

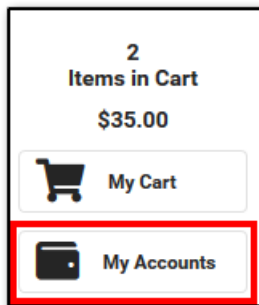
Tool Search: Optional Payments

This functionality is only available to districts who have purchased [Online Payments](#).

Optional fees are fees that are not assigned for payment by the school. This could be things like parking stickers, donations to the school, school supplies, etc. These optional fees display in a list, allowing you to select the fee and make the payment yourself by adding it to your cart.

Where do I go to Pay an Optional Fee?

The Optional Payments tool is part of My Accounts. My Accounts appears on the screen when you are looking at [My Fees](#) or [My Food Service](#).



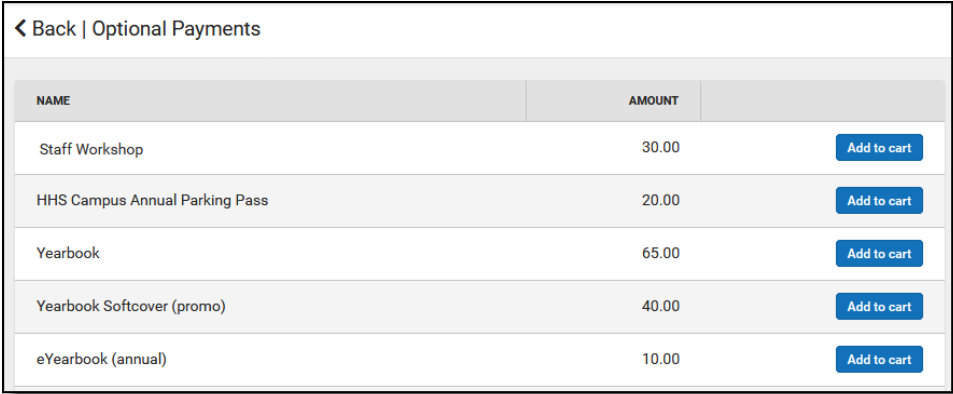
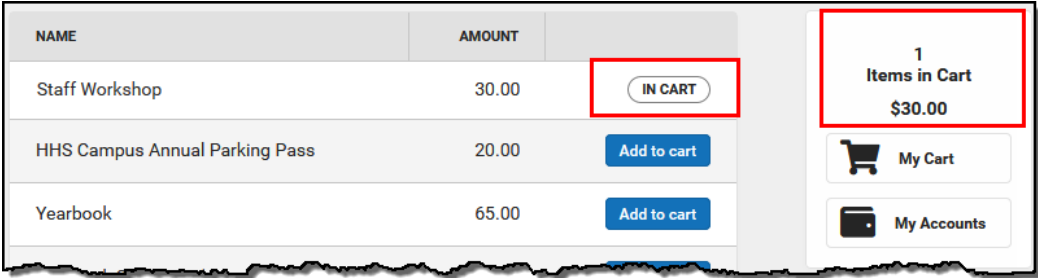
How do I Pay an Optional Fee?


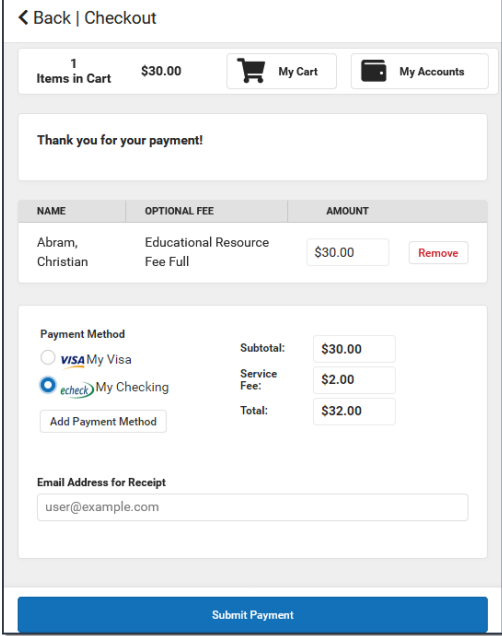
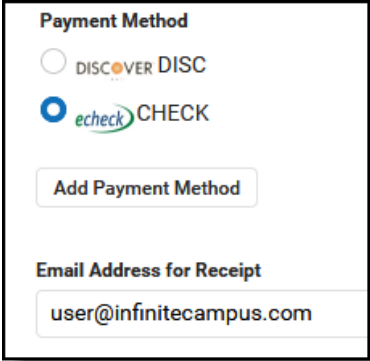
1. Click **Optional Payments**.
2. Click **Add to Cart** next to the fee you want to pay.
3. Click **My Cart**.
4. Select the **Payment Method** you want to use and enter an **Email Address for Receipt** (*optional*).
5. Click **Submit Payment**.

Need more information?

For more details, see the following [Pay an Optional Fee](#) section.

Pay an Optional Fee

Step	Action																		
1	<p>Click Optional Payments.</p> <p>Result The Optional Payments screen displays.</p>  <table border="1"> <thead> <tr> <th>NAME</th> <th>AMOUNT</th> <th></th> </tr> </thead> <tbody> <tr> <td>Staff Workshop</td> <td>30.00</td> <td>Add to cart</td> </tr> <tr> <td>HHS Campus Annual Parking Pass</td> <td>20.00</td> <td>Add to cart</td> </tr> <tr> <td>Yearbook</td> <td>65.00</td> <td>Add to cart</td> </tr> <tr> <td>Yearbook Softcover (promo)</td> <td>40.00</td> <td>Add to cart</td> </tr> <tr> <td>eYearbook (annual)</td> <td>10.00</td> <td>Add to cart</td> </tr> </tbody> </table>	NAME	AMOUNT		Staff Workshop	30.00	Add to cart	HHS Campus Annual Parking Pass	20.00	Add to cart	Yearbook	65.00	Add to cart	Yearbook Softcover (promo)	40.00	Add to cart	eYearbook (annual)	10.00	Add to cart
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2	<p>Click Add to cart next to the fee you want to pay.</p> <p>Result Campus puts the Fee in your cart and updates the total items and cost.</p> <p style="background-color: #e1f5fe; padding: 10px; border: 1px solid #cfcfcf;">You can add additional Optional Fees before checking out. You can also add Food Service payments and assigned Fees before checking out. See the My Cart article for more information.</p>  <table border="1"> <thead> <tr> <th>NAME</th> <th>AMOUNT</th> <th></th> </tr> </thead> <tbody> <tr> <td>Staff Workshop</td> <td>30.00</td> <td>IN CART</td> </tr> <tr> <td>HHS Campus Annual Parking Pass</td> <td>20.00</td> <td>Add to cart</td> </tr> <tr> <td>Yearbook</td> <td>65.00</td> <td>Add to cart</td> </tr> </tbody> </table> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p style="text-align: center;">1 Items in Cart \$30.00</p> <p style="text-align: center;"> My Cart</p> <p style="text-align: center;"> My Accounts</p> </div>	NAME	AMOUNT		Staff Workshop	30.00	IN CART	HHS Campus Annual Parking Pass	20.00	Add to cart	Yearbook	65.00	Add to cart						
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Step	Action
3	<p>Click  .</p> <p>Result The Checkout screen displays. All items added to your cart display. You can click the Remove button if you do not want to pay for an item at this time.</p> 
4	<p>Select the Payment Method you want to use and enter an Email Address for Receipt (<i>optional</i>).</p> <div style="background-color: #e0f2f1; padding: 10px; border: 1px solid #ccc; margin: 10px 0;"> <p>Click the Add Payment Method button if the card or account you want to use is not set up. This option allows you to enter a new Payment Method then returns you to this screen.</p> </div> 

Step	Action
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5	<p>Click  .</p> <p>Result</p> <p>A confirmation message displays. Click OK. The Receipt screen displays.</p> <p>Click the Print button to print a copy of the receipt.</p> 
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