

Student Record Make a Payment

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The Make a Payment option allows users to make a payment on the student's account.

Make Payment - A, Student

Make Payment for any outstanding session invoices. After the payment is processed, a receipt will be provided to print and this transaction will be added to the "Payment History" section for future reference. A final total, with any applicable service fees, will be provided on the next step.

Outstanding Invoices:

- ☐ Invoice #100 - Legacy 1: \$540.00
- ☒ Invoice #117 - Legacy 2: \$200.00
- ☒ Invoice #122 - Legacy 3: \$120.00

Subtotal: \$320.00

Payment Comments:

Continue

Cancel

Dependent Care - Make a Payment Editor

Make a Payment on the Student Account

1. From the list of **Outstanding Invoices**, select the invoices for which to make a payment.
 - All marked invoices are included in the **Subtotal** calculation. These are the invoices being paid.
 - Unmarked invoices are not included in the Subtotal and will be excluded from the payment being made. These invoices will remain as Outstanding.
2. Use the **Payment Comments** section to enter any relevant comments about the payment being made.
3. Press **Continue** to the Checkout screen.
 - Press **Cancel** to exit without making a payment.

Checkout
×

Subtotal: \$320.00

Service Fee: \$0.00

Total: \$320.00

Payer:

▼

Payment Method: (Required)

Cash
▼

Email Address for Receipt:

Must be a valid email similar to "user@example.com"

Submit Payment

Cancel

Dependent Care - Make a Payment Checkout Editor

4. Use the **Payer** drop-list to select the person making the payment.
5. In the **Payment Method** field, use the drop-list to select **Cash**, **Check**, or **Credit Card**.
6. Enter a valid email address in the **Email Address for Receipt** field. A receipt of payment is sent to this address.
7. Press **Submit Payment** to process the payment to the account.
 - Press **Cancel** to exit without making a payment.

Checkout

Payment Successful

Date: 06/28/2026

INVOICE	NAME	AMOUNT
Invoice #117 - Legacy 2	A, Student	\$200.00
Invoice #122 - Legacy 3	A, Student	\$120.00

Service Fee: \$0.00

Total: \$320.00

Payment Method: CASH

Print

Close

8. Press **Print** to print a PDF receipt of payment.
 - Press **Close** to exit the Checkout screen.

Make a Payment Fields

Field	Description
Outstanding Invoices	List of all outstanding/unpaid invoices for the account.
Subtotal	Calculation of the subtotal for all selected invoices.
Payment Comments	Comments that are relevant to the payment being made.
Continue/Cancel	Press Continue to proceed to the Checkout screen. • Press Cancel to exit without making a payment.