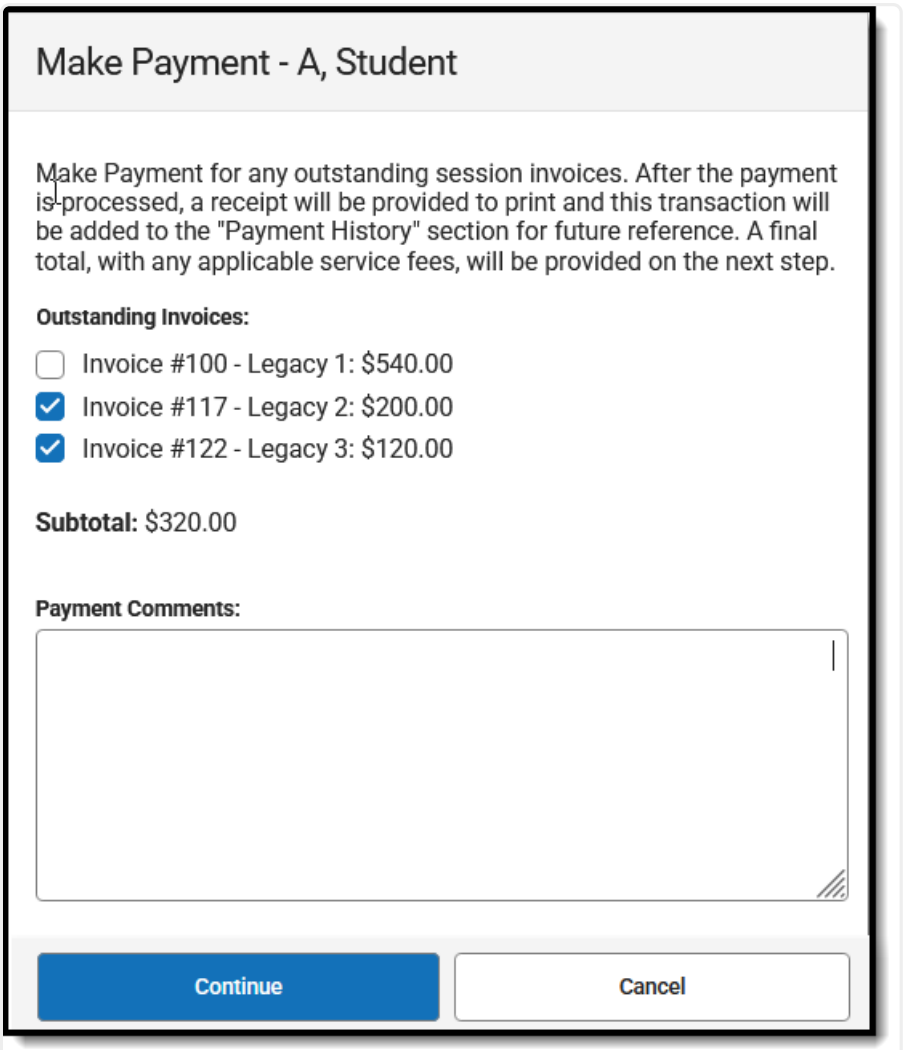
Student Record Make a Payment

Last Modified on 09/16/2026 1:36 pm CDT

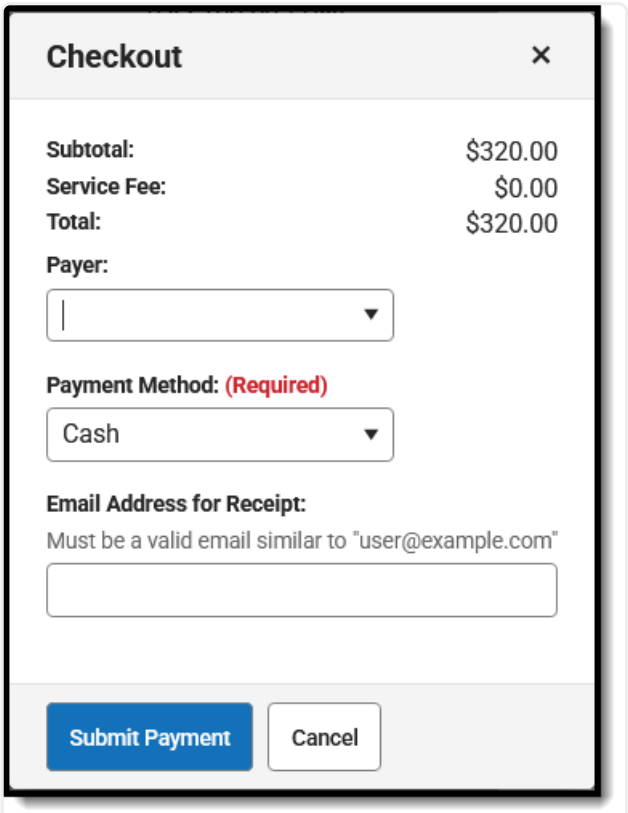
The Make a Payment option allows users to make a payment on the student's account.



Dependent Care - Make a Payment Editor

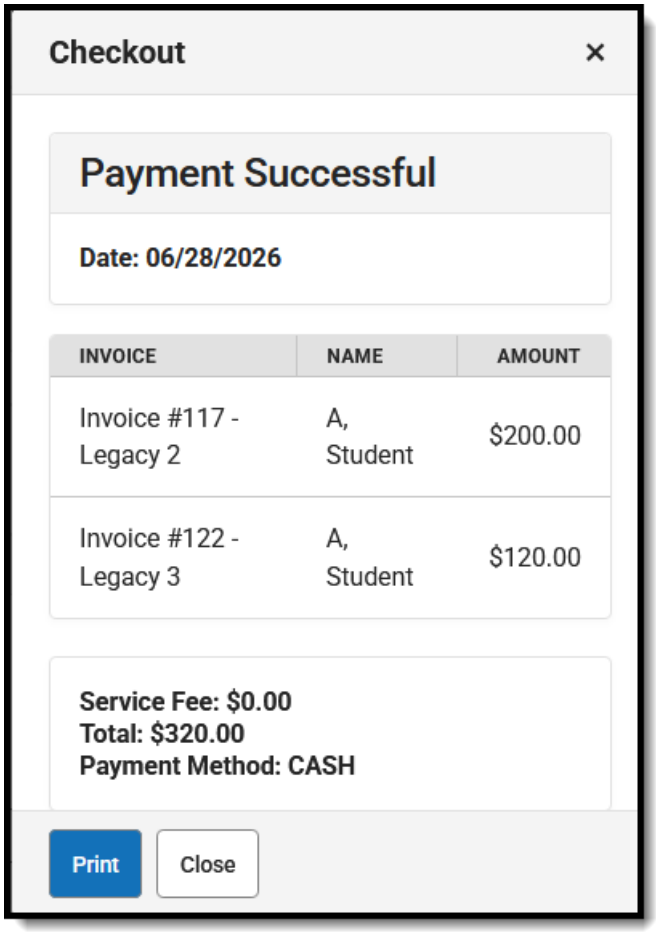
Make a Payment on the Student Account

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.



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.



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 the 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.