


## Clearwater R-1 Now Accepts Online Payments

Parents & district employees now have the ability to deposit money into school meal accounts and/or to pay fines & fees with a debit/credit card. PayPal is the clearing agent for these payments, so there is a nominal fee per transaction, see fee schedule below. Payments must be made while logged into Parent Portal in order to credit your student's account. Student and employee payments must be made as two separate transactions. In July each year, the online payment option will close. During that time, payments may be made at the Superintendent's office with cash or check. Online payment will open again the 1<sup>st</sup> day of school.

### Student Online Payment Process:

- Parents **must** have a Parent Portal user name and password.
- Parent Portal access forms are at cwtigers.net, then Parent Links; or call 573-223-7426 ext. 6102.
- Log into Parent Portal on the parent tab. Click on the "Menu" circle icon. 
- Scroll down to "Online Payment."  
(All of your students will be listed with their balances. **Any negative balance will be highlighted in yellow.**)
- In the "Deposit Amount" area, enter amount you are paying on the accounts.
- You can pay on one student or multiple students at one time.
- The Service Charge fee is displayed and added to the total transaction. (see fee schedule below)
- Click "Proceed to Verification Step." Verify amounts, click "Proceed to PayPal" to complete payment.
- At the bottom of the next screen, choose "Pay with Debit or Credit Card", to pay as a guest.
- You will be prompted at the end of the transaction to create a PayPal account, **you can choose "Not Now."**
- An email is sent from PayPal indicating success of transaction. Student accounts are credited with deposit.



Account / New Deposits Transaction History

All Accounts

Student Name	Account	Account Balance	Deposit Amount
MS Test Student, Sister of	Meal Account	-13.50	<input type="text" value="13.50"/>
MS Test Student, Brother of	Meal Account	-3.70	<input type="text" value="3.70"/>
HS Test Student, My	Meal Account	18.40	<input type="text"/>
HS Test Student, My	<u>1000 - HS LOST TEXTBOOK</u>	-25.00	<input type="text" value="25.00"/>
Balance as of Academic Year 2016-2017		-42.20	
Total Deposit			42.20
Service Charge			2.00
Transaction Total			44.20

A sliding scale charge is assessed to cover processing costs.

Select an underlined account balance to view details

 Legend  Proceed to Verification

### Employee Online Payment Process:

- Log on SISK12 as a staff member. From the staff home screen, go to Actions>My lunch Balance.
- Click "Make an Online Payment." Double-click in the "Deposit Amount" column and enter deposit amount.
- Click "Proceed to Verification Step." Verify amounts, click "Proceed to PayPal" to complete payment.
- At the bottom of the next screen, choose "Pay with Debit or Credit Card", to pay as a guest.
- You will be prompted at the end of the transaction to create a PayPal account, **you can choose "Not Now."**
- An email is sent from PayPal indicating success of transaction. Staff accounts are credited with deposit.

Deposit Amount Range	Fee	Deposit Amount Range	Fee
\$0.00 - \$20.00	\$1.00	\$125.01 - \$160.00	\$5.00
\$20.01 - \$55.00	\$2.00	\$160.01 - \$195.00	\$6.00
\$55.01 - \$90.00	\$3.00	\$195.01 - \$230.00	\$7.00
\$90.01 - \$125.00	\$4.00		

For questions: Contact Susan VanNoy at 573-223-7426 ext. 6104 or svannoy@cwtigers.net