



Making Online Payments from ParentVUE

Parents can now make online payments from ParentVUE!! Prior to making payments, parents should keep the following in mind:

- Payments from ParentVUE can only be processed for fees that have been previously billed to the student's account.
- The browser version of ParentVUE must be used to make payments. The mobile app cannot be used for this purpose.
- Online payments can only be made using Visa, Mastercard and Discover cards.
- A minimum payment of \$1 is required and convenience fees will be applied for each online payment. All convenience fees will be paid for by the parent.

Complete the following steps to make online payments from ParentVUE.

- Access ParentVUE using a browser (Internet Explorer, Safari, Google Chrome, Firefox, etc.) => portal.dhschools.org
- Login to ParentVUE and navigate to the "Fees" area for the appropriate student.
- Click the "Pay Fees" button

Outstanding Fees							
Balance that you owe: \$10.00							
Date	Fee Code	Description	Fees	Payments	Balance	Fee Category	Course
07/25/2016 2016-2017	AGEN	Agenda	\$10.00	\$0.00	\$10.00	School Supplies	-
Totals:			\$10.00	\$0.00	\$10.00		

- Click the "Add" button to select the fees to pay and then click "Checkout".

Fee Payment										
Select fees to pay for this child and click "Checkout", or navigate to another child and select more fees to pay before checking out all at once.										
Balance that you owe: \$10.00										
Select	Priority	Date	Fee Code	Description	Fees	Payments	Balance	Payment Amount	Fee Category	Course
<input type="button" value="Add"/>	9	07/25/2016 2016-2017	AGEN	Agenda	\$10.00	\$0.00	\$10.00	\$10.00	School Supplies	-
Totals:					\$10.00	\$0.00	\$10.00	\$10.00		

- Review the selected fee information and once confirmed click "Checkout" to finalize the payment.

Finalize Fee Payments									
Review the selected payments, then click "Checkout" to initiate payment.									
Cart									
Cart total: \$10.00									
Cart Action	Child	Priority	Date	Fee Code	Description	Amount	Payment Amount	Quantity	Total
<input type="button" value="Remove"/>	Emma	9	07/25/2016 2016-2017	AGEN	Agenda	\$10.00	\$10.00	1	\$10.00
Totals:						\$10.00	\$10.00	1	\$10.00

- The Schoolpay confirmation page will display. Review the information and click "Continue".

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Total Order Amount: \$10.00

Payment to:

School Fees Hide Details

Description: School Fees

Amount: \$10.00

Continue

- Enter the requested billing information, click the “Pay by Credit Card” selection and enter the requested credit card details. Once complete, click “Continue”.

Note: Online payments can only be made using Visa, Mastercard and Discover cards. Also, please note that any applicable transaction fees will be applied and paid for by the parent.

- Confirm all payment details and click “Confirm Payment”

- An electronic receipt will display on the screen and will be sent to the parent via email. From this screen, if desired the parent can choose to return to ParentVUE by clicking the button.

Transaction completed successfully! You can save and use this page as a receipt. A copy of this receipt was sent to your email address "test.parent@test.com".

Click Here to Finish: [Return to ParentVUE](#)

Thank you Test Parent!

ORDER RECEIPT #2833816
July 26, 2016 (12:11 am)

Transaction #	Payment made to:	Desert Heights Charter School	
2809536	desertheights@schoolpay.com		
Item Description	Amount	Qty	Subtotal
Items for:			
School Fees	10.00	1	\$10.00
Additional information:			
	Tax		\$0.00
	Convenience Fee		\$0.00
	Shipping		\$0.00
	Item Total:		\$10.00

- If clicked the “Return to ParentVUE” button will take the parent back to the student’s “Fees” page.