



Steps to Add and Pay for Optional Fees on ParentVUE

1. Login to the website version of ParentVUE by accessing portal.dhschools.org.
2. Access “Fee” from the left navigator.
3. Click on the “Pay Fees” button.

Outstanding Fees								
Balance: \$0.00						<input type="button" value="Pay Fees"/>		
Date	Fee Code	Description	Fees	Payments	Balance	Fee Category	Course	Fee Status
Student has no outstanding fees								

4. In the “Optional Fees” section, enter the quantity and click “Add”.

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.

Fee Payment										
Balance: \$0.00									<input type="button" value="Checkout"/>	
Select	Priority	Date	Fee Code	Description	Fees	Payments	Balance	Payment Amount	Fee Category	Course
Student has no outstanding fees										
Optional Fees										
The following fees are optional:										
Select	Priority	Fee Code	Description	Amount	Quantity	Fee Category				
<input type="button" value="Add"/>	9	PAYEAR	Yearbook	\$45.00	<input type="text" value="1"/>	Yearbook				
							<input type="button" value="Checkout"/>			

5. Once added, the cart information at the top of the page will be updated.

Cart: \$45.00 (1 items)
[Checkout](#)

6. Add other fees to the cart as needed for the current student or any siblings.
7. Once all items have been added to the cart, click the “Checkout” link under the cart or any
8. Finalize the payment as needed.