

Online Registration Fee Payment Directions - Online

- Click the **Update Payment Amount** button for **Fee Management Payment** for each child – see *Figure 1*.
- Check the **checkbox for the Registration Fee** – see *Figure 2*. If you want to add additional fees (ex. Family Athletic Pass), click the **Add** button (see *Figure 3*) for each additional fee, then click the **Update Cart** button – see *Figure 4*.
- If you want to **add lunch money**, click the **Update Payment Amount** button for **Food Service Payment** – see *Figure 1*.
 - Enter in the amount you want to add, click the Update Cart button – see *Figure 5*
 - Since the lunch money is a family account, you can add money to one child and it will be for all of your children – no need to add lunch money to each child’s lunch account.
- Once you are done, click the **Pay with Vendor** button (see *Figure 6*) and follow the Pay with Vendor steps below

Figure 1

Amount Due	Pay Charge	Pay Amount	Remaining Balance
100.00	<input checked="" type="checkbox"/>	100.00	0.00
20.00	<input checked="" type="checkbox"/>	20.00	0.00

Figure 2

FAMILY ATHLETIC PASS (2 ADI	100.00	<input type="button" value="Add"/>
NON-HIGH SCHOOL STUDENT /	15.00	<input type="button" value="Add"/>
PHS ADULT ATHLETIC PASS FC	45.00	<input type="button" value="Add"/>

Figure 3

Selected Charges:

Figure 4

Prior Year Balance:

+ YTD Payments:

- YTD Purchases:

Current Balance:

* Payment Amount:

Figure 5

Online Payment Vendor:

Figure 6

Pay with Vendor *(you will be redirected to your shopping cart in the Web Store)*

- Double check fees in cart, and click **Go to Checkout** if all fees are correct

DO NOT USE BACK BUTTON TO MAKE ADJUSTMENTS

- If you are a **new customer**, select **“I am a new customer.”** Enter your email address and click **“Sign In.”** If you are a **returning customer**, select **“I am a returning customer.”** Enter your email address, password, and click **“Sign In”**.
- Enter your **billing** and **payment information**. Create a **password** if required.
- Verify information for accuracy and select **“Complete Order”**.
- **Payment will be processed** and Receipt can be viewed and printed. A copy of your receipt will also be sent to the email address provided during account set up.
- **Logout** (A logout link can be found under **My Account**)
- Then continue Online Registration


Your Shopping Cart

Create an account with us, and make reordering a snap!

Enter your email address:

I am a new customer
(You'll create a password later)

I am a returning customer
and my password is

[Sign in using our secure server](#) 

[Forgot your password? Click here.](#)

Step 1: ViewCart Step 2: Order Info Step 3: Payment Step 4: Receipt

Shopping cart contents:	Price	Qty	Total
<input checked="" type="checkbox"/> Baseball Note: xxxxxx 1st participant?: 2-4 grade 2nd participant part 2: 2-4	\$90.00	1	\$90.00
			Total: \$90.00
			Order Total: \$90.00

[< RETURN TO CART](#)


BILLING INFO:

* First Name: * Last Name:

* Address 1: Address 2:

* City or Province: * State / Country: /

* Zip Code: * Telephone:

ACCOUNT INFO: 

* Email Address: john_anderson@demo.com * Password: [See Hints](#)

* Please re-enter password:

*Required field

[Continue](#) 