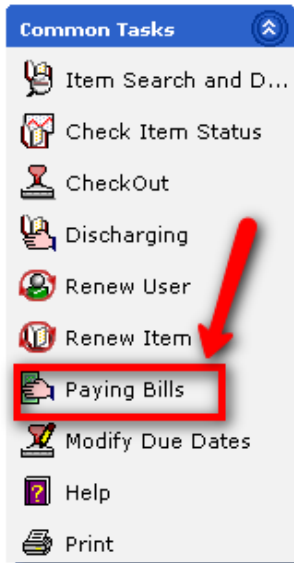


## **Paying Fees – Secondary**

Students with overdue fees can pay/be forgiven as follows:

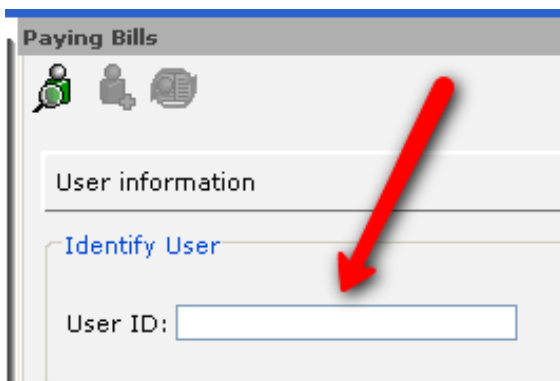
Step 1:

Click on the Paying Bills icon on the Common Tasks tool bar.



Step 2:

Scan in student ID for the student with overdue fees.



### Step 3:

#### To Pay a Fee

- a) Check total overdue fee owed.
- b) Type in the amount of student payment.
- c) Select the payment type.
- d) Click return to enter payment.

#### To Forgive a Fee

- a) Change payment type to – forgive.
- b) Click return to forgive the fee.

The screenshot shows a web application window titled "Paying Bills". At the top, there are tabs for "Alerts" and "Notes". Below this, the "User ID" and "Profile name: SS-KIDPWR..." are displayed. The "Identify User" section includes a "User ID" input field with a red callout box pointing to it that says "Look here for overdue fee." To the right, the school information "Line: BELLE RIVER HIGH SCHOOL" and "Zip: MEL" is shown. The "Total bills and payments" section contains a summary: "Total bills: 1", "Total owed: \$0.60", "Still owes: \$0.60", and "Credit balance: none". It also has a "Payment:" input field with a red callout box "Type in payment amount here.", a "Payment type:" dropdown menu set to "CASH" with a red callout box "Select payment type or forgive the fee.", and a "Change:" field. Below this is a table titled "Individual Bills and Payments" with the following data:

Title	Item ID	Reason	Owes	Payment Type	Payment	Change	Billed	Date
Abduction	32233012300901	OVERDUE	\$0.60	CASH			\$0.60	10/22/2007

At the bottom of the window, there are five buttons: "Get User Information", "Pay Bills (o)", "Pay More Bills", "Make Payments for Another User", and "Close". Red callout boxes provide instructions: "Press 'return' or click Pay Bills button" points to the "Pay Bills (o)" button; "To make payments for another user click here." points to the "Make Payments for Another User" button; and "Click here to close." points to the "Close" button.