

Synergy ParentVUE Access- Pay Fees:

- Once you are logged in – you can pay fees by clicking on the **FEE** button on the left navigation bar.
NOTE: if you have more than one child, both children will appear, you will need to complete the process below in its entirety for each student.

The screenshot shows the ParentVUE interface. At the top, there are tabs for 'Home' and 'My Account'. Below that, a 'Select Child' dropdown menu is open, showing 'John | Jane'. On the left, a vertical navigation menu includes: Calendar, Attendance, Class Schedule, Discipline, **Fee** (highlighted with a red arrow), Grade Book, Health, Report Card, and Student Info. The main content area is titled 'Recent Events' and shows two entries for 'John' and 'Jane', both indicating 'no recent events to note at this time' at 'Home School: 009 Indian Prairie Elementary School'.

- You will now see all fees for that child. Click on the **Pay Fees** button.

The screenshot shows the 'Outstanding Fees' section. At the top, it says 'Balance that you owe: \$185.00'. A red arrow points to a 'Pay Fees' button in the top right corner. Below is a table with the following data:

Date	Fee Code	Description	Fees	Payments	Balance	Fee Category	Course	Fee Status
06/14/2016 2016-2017	LTREE	Late Fee	\$15.00	\$0.00	\$15.00	Late Fee	-	Balance Due
08/24/2016 2016-2017	RGM16	Registration 2016-2017 Grades 6-8	\$120.00	\$0.00	\$120.00	Registration Fee 2016	-	Balance Due
08/24/2016 2016-2017	TECHMS	Technology Fee Grades 6-8	\$50.00	\$0.00	\$50.00	Technology Fee	-	Balance Due
Totals:			\$185.00	\$0.00	\$185.00			Pay Fees

- At the Fee Payment screen, click the **ADD** button for each fee you wish to pay under the **Select** column.

The screenshot shows the 'Fee Payment' screen. At the top, it says 'Balance that you owe: \$185.00' and a 'Checkout' button. A red arrow points to the 'Add' button in the 'Select' column of the table below. The table has the following data:

Select	Priority	Date	Fee Code	Description	Fees	Payments	Balance	Payment Amount	Fee Category	Course
<input type="button" value="Add"/>	1	08/24/2016 2016-2017	TECHMS	Technology Fee Grades 6-8	\$50.00	\$0.00	\$50.00	\$50.00	Technology Fee	-
<input type="button" value="Add"/>	1	08/24/2016 2016-2017	RGM16	Registration 2016-2017 Grades 6-8	\$120.00	\$0.00	\$120.00	\$120.00	Registration Fee 2016	-
<input type="button" value="Add"/>	9	06/14/2016 2016-2017	LTREE	Late Fee	\$15.00	\$0.00	\$15.00	\$15.00	Late Fee	-
Totals:					\$185.00	\$0.00	\$185.00	\$185.00		Checkout

- You do have the option to **change the amount** you will be paying and then will need to click **UPDATE**. Continue with any additional fees you wish to pay OR if you are done, you can click **Checkout**.

The screenshot shows the 'Fee Payment' screen with a 'Checkout' button highlighted by a red arrow. The table below shows a fee that has been updated:

Select	Priority	Date	Fee Code	Description	Fees	Payments	Balance	Payment Amount	Fee Category	Course
<input type="button" value="Remove"/>	1	08/28/2013 2013-2014	RGE13	Registration 2013-2014	\$60.00	\$0.00	\$60.00	\$60.00 <input type="button" value="Update"/>		-
<input type="button" value="Add"/>	5	08/29/2013 2013-2014	PRVBAL	PREVIOUS BALANCE	\$40.00	\$0.00	\$40.00	\$40.00	Miscellaneous	-
Totals:					\$100.00	\$0.00	\$100.00	\$100.00		Checkout

- Once you click CHECKOUT, you will see a **Finalize Fee Payments** screen, review the selected payments, then click "Checkout" to initiate payment.

Finalize Fee Payments

Review the selected payments, then click "Checkout" to initiate payment.

Summary | Payment | **Cart**

FEE

Cart total: \$170.00 **Checkout**


Cart Action	Child	Priority	Date	Fee Code	Description	Amount	Payment Amount	Quantity	Total
<input type="button" value="Remove"/>	John	1	08/24/2016 2016-2017	RGM16	Registration 2016-2017 Grades 6-8	\$120.00	\$120.00 <input type="button" value="Update"/>	1	\$120.00
<input type="button" value="Remove"/>		1	08/24/2016 2016-2017	TECHMS	Technology Fee Grades 6-8	\$50.00	\$50.00	1	\$50.00
Totals:						\$170.00	\$170.00	2	\$170.00

- You are now at the **SchoolPay** screen. You may now complete you payment with either an *electronic check*, *Debit or Credit Card*. Confirm the amount is correct and click **Continue**

1 2 3 John

Total Order Amount: \$60.00

Payment to:



Synergy Parent Portal Payment

Description: Synergy Parent Portal Payment

Amount: \$60.00

- At this screen you have the option as how you wish to pay, **complete all information**, then click **Continue**

1 2 3

Total Order Amount: \$60.00

Billing information

Full Name

Email

Confirm Email

Address

Secondary Address


City

State

Zip Code

How would you like to pay?

Pay by Check

Pay by Credit Card 

- When you have completed this process, you will receive a transaction receipt. Be sure to Log-Out.

For assistance, email or call the Parent Help Desk: HD@d47.org or 815-788-5080.