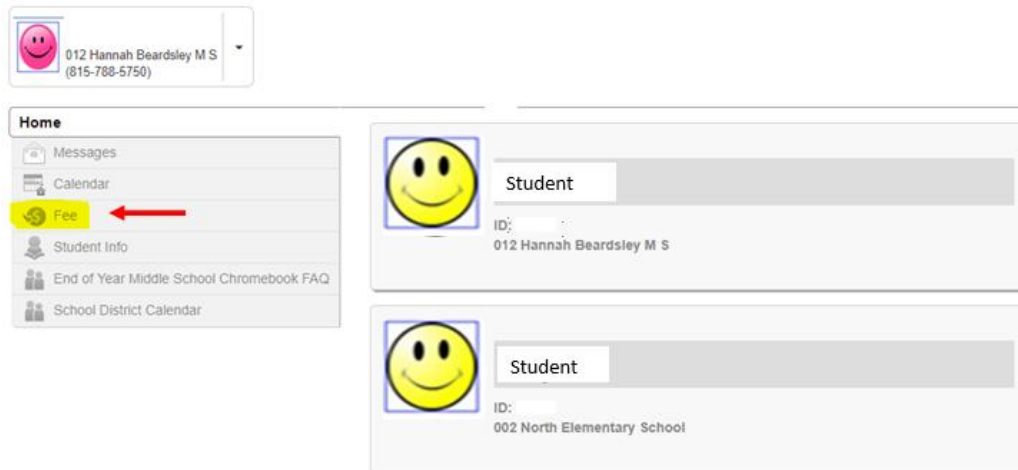
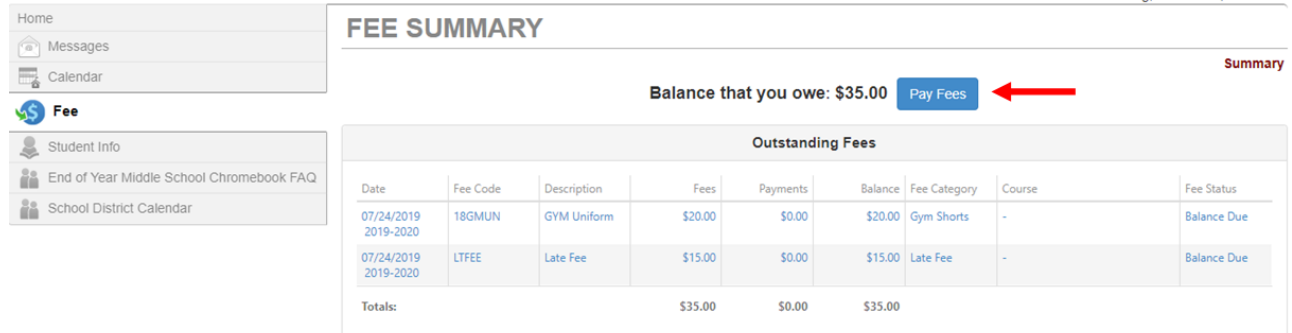


# Synergy ParentVUE Access- Pay Fees:

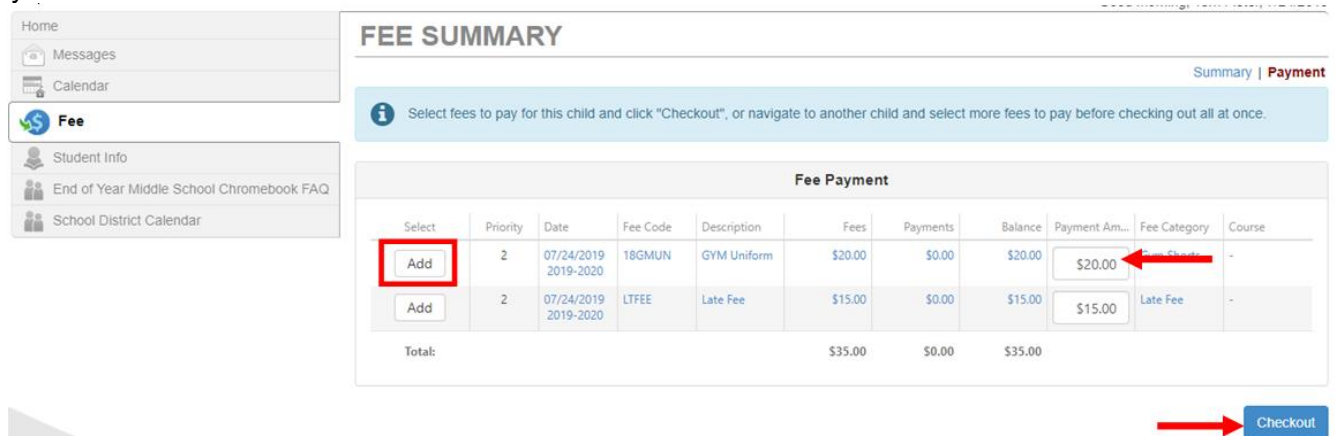
- Once you are logged in, you can pay fees by clicking on the **FEE** button on the left navigation bar.  
**NOTE: If you have more than one child, both children will appear, you will need to select one at a time to pay their individual fees.**



- You will now see all the fees for that child. To pay the fees, you will need to click the **Pay Fees** button.



- Next click the **ADD** button for each fee you wish to pay under the **Select** column. You will now see that fee will be paid in the **Payment Amount** box. You do have the option to **change the amount** you will be paying. Here you will select additional students by simply clicking on the student's name and following the same procedures. Continue with any additional fees you wish to pay OR if you are done, you can click **Checkout**.



- Once you click **CHECKOUT**, you will see a **Finalize Fee Payments** screen. You will now be able to pay via SchoolPay, click **Checkout**.

Cart Action	Child	Priority	Date	Fee Code	Description	Amount	Payment Amount	Quantity	Total
Remove		2	07/24/2019 2019-2020	18GMUN	GYM Uniform	\$20.00	\$10.00	1	\$10.00
Remove		2	07/24/2019 2019-2020	LTFEE	Late Fee	\$15.00	\$5.00	1	\$5.00
<b>Total</b>									<b>\$15.00</b>

- You are now at the **SchoolPay** screen. Confirm the amount is correct and click **Billing**.

**Cart**

LTFEE - Late Fee \$5  
To: Crystal Lake Community Consolidated School District 47  
For: [Name]  
Quantity: 1

18GMUN - GYM Uniform \$10  
To: Crystal Lake Community Consolidated School District 47  
For: [Name]  
Quantity: 1

Total: \$15.00

Empty Cart + ADD MORE ITEMS BILLING

- At this screen you will have the option as to how you wish to pay. Payment can be completed with an Electronic Check or Credit Card. **Complete all information**, and then click **Review Order**.

**Payment**

CREDIT CARD CHECK

**Billing Information**

Name  
Email  
Confirm E-mail  
Street Address  
Street Address Line 2  
City Select State  
Postal Code United States

Total: \$15.00

CART REVIEW ORDER

- 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](mailto:HD@d47.org) or 815-788-5080