

1.0 Paying Fees Online as a Parent

Family View>Family Top Tab>Transaction Side Tab>Fees Sub Side Tab>check the box beside the Fee to pay>"Pay Online" button enables once fee has been selected>click Pay Online

Peace River North 2020-2021

Pages | Family | Academics | Groups | Calendar

Students :: [red callout: 1) Top Tab]

Details | Options | Reports | Help | Search on Date

Contacts: Outstanding Fees \$5.00, Unapplied Payments \$0.00, Balance \$5.00, Online Accounts Payable

Daily Attendance: Pay Online [red callout: 5) click Pay Online]

1 of 1 selected

Date	type	Description	Name	Comment	Amount	Amount due	Amount paid	Voided?	Date Due	Type
<input checked="" type="checkbox"/> 6/4/2021		Locker Rental			\$5.00	\$5.00	\$0.00	N		Fee/Debit

Outstanding Balances

Transactions: Fees [red callout: 2) Side Tab], Payments [red callout: 3) Sub Side Tab]

Family View>Family Top Tab>Transaction Side Tab>Fees Sub Side Tab>check the box beside the Fee to pay>"Pay Online" button enables once fee has been selected>click Pay Online>payment review screen: click Make Online Payment

Pages | Family | Academics | Groups | Calendar

Students :: [redacted] :: New Online Credit Card Payment

Details | Options | Reports | Help

Contacts: Make Online Payment [red callout: 6) click Make Online Payment] | Cancel

Online Credit Card Payment

Reference Number: [redacted]

Amount: \$5.00

Payment distribution

Fee type	Fee description	Fee Ref #	Fee date	Fee Total	Fee Amount Due	Fee Comment	Amount	Comment
058	Locker Rental	0000725807	6/4/2021	\$5.00	\$5.00		\$0.00	

Online Payment Review Screen

Fees: Make Online Payment | Cancel

Payments: Details, Online Payment Receipt

Once "Make Online Payment" has been clicked, the system redirects to the third party secured payment site:

Mandatory fields marked by *

Item Details					
Description	Product Code	Quantity	Price	Subtotal	
Locker Rental	0000725807	0001	\$5.00	\$5.00	
				GST:	\$0.00
				PST:	\$0.00
				Total (CAD):	\$5.00

Payment Details

Transaction Amount: \$ 5.00 (CAD)



Order ID: 56165373-f39b-4c9a-a5fc-29d3efe12f72

Please complete the following details exactly as they appear on your card.
Do not put spaces or hyphens in the card number.

Cardholder Name*:

Card Number*:

Expiry Date (MMYY)*:

Card Security Code*:

Click 'Process Transaction' to charge your card. Only click the button once. Using the 'Back', 'Refresh' or 'Cancel' button after you press the 'Process Transaction' button will not stop the transaction from being processed and may result in a double charge.

Process Transaction

Cancel Transaction

Payment Site fill in the following: Cardholder Name>Card Number>Expiry Date>Card Security Code, then click Process Transaction to complete the payment

Mandatory fields marked by *

Item Details					
Description	Product Code	Quantity	Price	Subtotal	
Locker Rental	0000725807	0001	\$5.00	\$5.00	
				GST:	\$0.00
				PST:	\$0.00
				Total (CAD):	\$5.00

Payment Details

Transaction Amount: \$ 5.00 (CAD)



Order ID: 56165373-f39b-4c9a-a5fc-29d3efe12f72

Please complete the following details exactly as they appear on your card.
Do not put spaces or hyphens in the card number.

2) Card Number

Cardholder Name*: 1) Cardholder's Name

Card Number*:

Expiry Date (MMYY)*: 3) Expiry Date

Card Security Code*: 4) Card Security Code (CSC)

Click 'Process Transaction' to charge your card. Only click the button once. Using the 'Back', 'Refresh' or 'Cancel' button after you press the 'Process Transaction' button will not stop the transaction from being processed and may result in a double charge.

Process Transaction

5) click Process Transaction

Cancel Transaction

2.0 Viewing Online Payment Receipts

Once the payment is submitted, you will be returned to the MyEd Family Portal for receipt of payment information:

Family View > Family Top Tab > Transaction Side Tab > Payments Sub Side Tab > Online Payment Receipt

The screenshot shows the MyEd Family Portal interface. At the top, there is a navigation bar with tabs for Pages, Family, Academics, Groups, and Calendar. Below this is a search bar and navigation icons. The left sidebar contains a menu with options like Details, Contacts, Daily Attendance, Transcript, Assessments, Schedule, Membership, Transactions, Fees, Payments, Documents, and Notification. The main content area displays an "Online Credit Card Payment" receipt. The receipt includes fields for Reference Number (0000725809) and Amount (\$5.00). Below this is a "Payment distribution" table with columns for Fee type, Fee description, Fee Ref #, Fee date, Fee Total, Fee Amount Due, Fee Comment, Amount, and Comment. The table contains one entry: Fee type 058, Fee description Locker Rental, Fee Ref # 0000725808, Fee date 6/4/2021, Fee Total \$5.00, Fee Amount Due \$0.00, Amount \$5.00. Below the table is a "Receipt" form with fields for Date/Time, Name on Card, Card Number, Amount, and Confirmation Code. A "Print Receipt" button is highlighted with a purple callout box, and a "Cancel" button is also visible.

Fee type	Fee description	Fee Ref #	Fee date	Fee Total	Fee Amount Due	Fee Comment	Amount	Comment
058	Locker Rental	0000725808	6/4/2021	\$5.00	\$0.00		\$5.00	



