



Parent's Quick Guide to Purchase & Pay



July 2023

Parent Portal Purchase and Pay

1. Parents and Students with outstanding invoices will receive an Alert on their **Portal** Screen.

Student Example:

District & School Announcements

News Events

Alerts

- You are not set to receive email notifications.
- You have outstanding invoices to be paid! Please review them here. [←](#)

Pia
Light House High

Grades News Planner Reports

Q1	Q2	Q3	Q4	10/13 - 12/17					
Pd	Course	Teacher	Ex	Unx	Tardy	Grade			
01	2-D STUDIO ART 1	Arteaga, J	0	0	0	NG			
02	ALG 1	Hatfield, J	0	0	0	NG			
04	CERAM/POT 1	Borchert, S	0	0	0	NG			
05	CRIMINAL JUST OPS 1	Woods, L	0	0	0	NG			

Parent Example:

District & School Announcements

News Events

Alerts

- Your child Gladys Abrego is accepted to a My Choice Application program. Click here for more details or to cancel.
- Your child Pia Abrego is accepted to a My Choice Application program. Click here for more details or to cancel.
- You have outstanding invoices to be paid! Please review them here. [←](#)

03/25 2:26 PM Virtual Instruction
District Announcement

Virtual instruction for FocusCounty Students will begin on April 1st. You will receive additional guidance from your principal and teachers. Prior to the April 1st start of virtual instruction, computers will be available for distribution at school sites. Your school principal will communicate pick up times. Our tech team will be available for support if you or your students are having difficulties with the online format. Support telephone numbers will be available from your principal. For more information please visit the district website at www.focuschoolsoftware.com

Gladys
Light House K-8

Grades News Planner Reports

Q1	Q2	Q3	Q4	10/13 - 12/17					
Pd	Course	Teacher	Ex	Unx	Tardy	Grade			
01	M/J GRADE 8 PRE-ALG	Brown, E	0	0	0	NG			
02	M/J CIVICS	Fonseca, P	0	0	0	NG			
03	M/J 2D STUDIO ART 3	Fonseca, B	0	0	0	NG			
04	M/J EARTH/SPA SCI	Devila, M	0	0	0	NG			
08	Digital Info Tech	Fonseca, B	0	0	0	NG			

2. Select the link to continue to **Purchase and Pay** screen.

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3. Select the checkbox for the invoices that you wish to pay and click the **Continue** button in the bottom right of your screen.

The screenshot shows the 'Purchase & Pay' interface. At the top, it says 'You have outstanding invoices.' with a 'View Now' button. Below this is a search bar and a cart summary showing '0 Items | \$0.00'. The main area displays two unpaid invoices:

Invoice #	Due Date	Unpaid Balance
42937	07/05/2023	\$68.15
43249	07/07/2023	\$173.00

Each invoice has a 'More Details' button. A red box highlights these two invoice entries. At the bottom right, there are 'Cancel' and 'Continue' buttons. A red arrow points from the invoice list towards the 'Continue' button.

4. Fill out the appropriate information regarding your credit card information.

The screenshot shows the 'Secure Payment Form' for 'Pay by Credit Card'. It features a VISA card image with the following details:

- Card Number: 4111 1111 1111 1111
- Cardholder Name: LINDA ABREGO
- Expiration Date: 09 / 2024

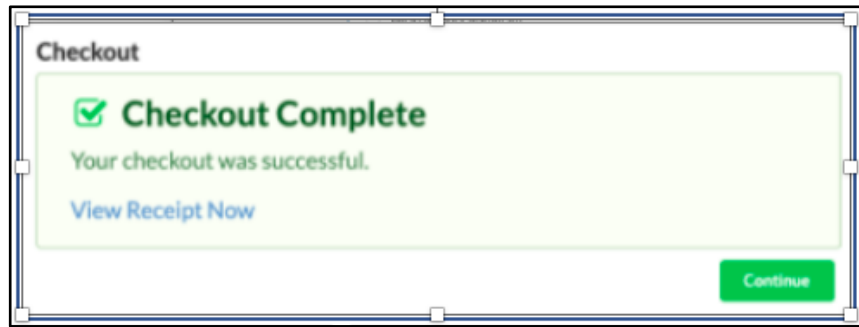
Below the card image are input fields for:

- First Name on Card: Linda
- Last Name on Card: Abrego
- Card Number: 4111 1111 1111 1111
- Expiration: 09 / 2024
- CVC: (empty)

At the bottom right, there are 'Cancel' and 'Continue' buttons. A red arrow points from the bottom of the form towards the 'Continue' button.

5. Click **Continue** to receive a transaction confirmation screen.

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- Click **View Receipt Now** to go directly to the receipt. Focus will automatically send a receipt via email.

Customer Ledger

Parents can see their students balances by clicking on the **Customer Ledger** menu option.

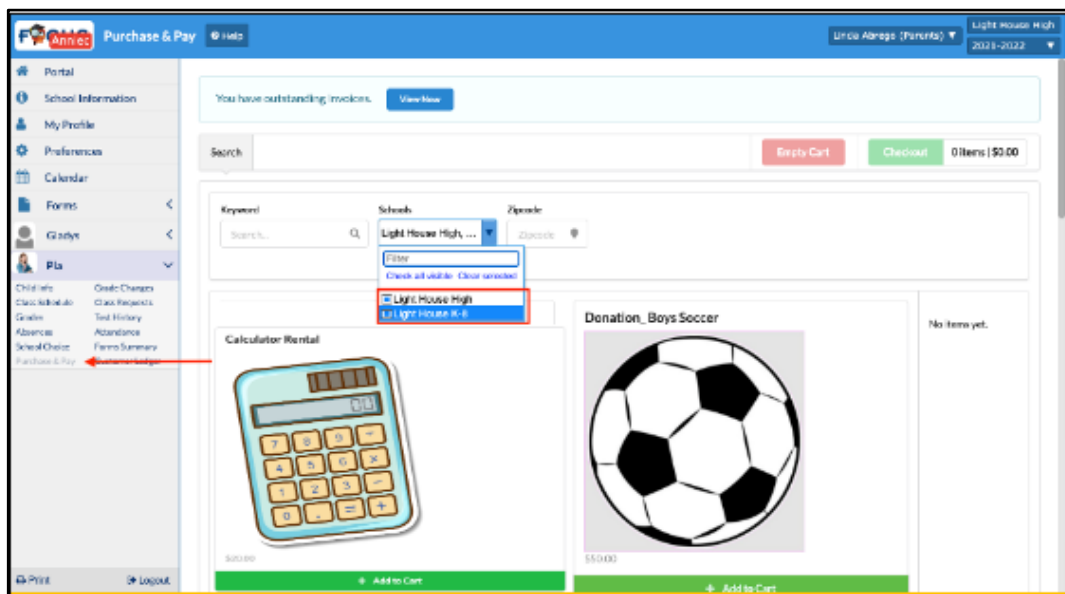
Q1	Q2	Q3	Q4	10/13 - 12/17					
Pd	Course				Teacher	Ex	Unx	Tardy	Grade
01	2-D STUDIO ART 1				Arteaga, J	0	0	0	NG
02	ALG 1				Hatfield, J	0	0	0	NG
04	CERAM/POT 1				Borchert, S	0	0	0	NG
05	CRIMINAL JUST OPS 1				Woods, L	0	0	0	NG

Transaction Date	Transaction Number	Invoice Number	Receipt Number	Transaction Type	Charges	Credits	Deferred	Balance
10/26/2021	36505		35794	Receipt		40.00		-40.00
10/26/2021	36504	918		Invoice	50.00			10.00
10/26/2021	36522		35795	Receipt		10.00		0.00
Total:					50.00	50.00	0.00	0.00

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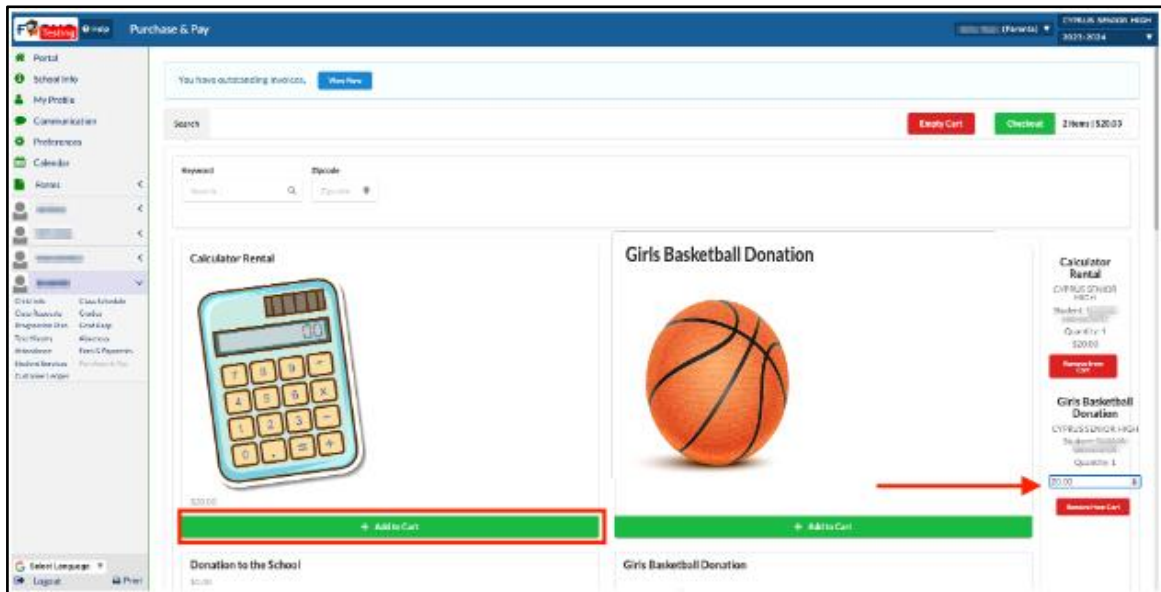
Shopping Cart

Parents will be able to access the **Shopping Cart** through the **Parent Portal**, under **Purchase and Pay**. The screen will display any products available at the selected child's school. However, parents can add items to the Shopping Cart representing the entire family, by enabling all of the schools that each student attends.

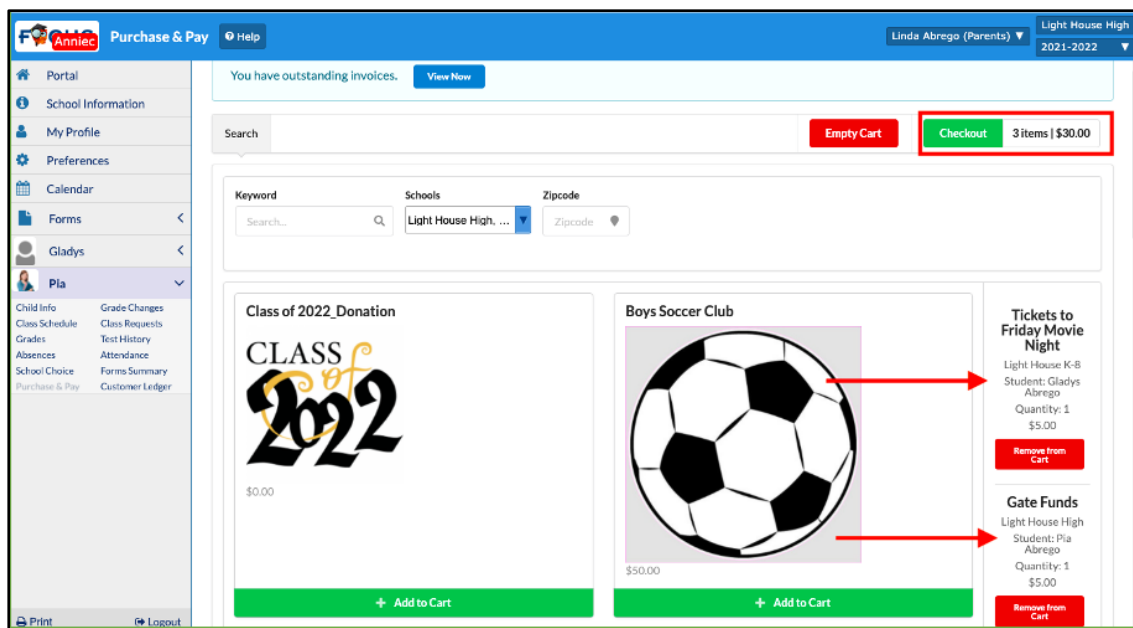


1. Add items to the cart by clicking the green **Add to Cart** button.
2. Items in the cart will display on the right side of the screen.

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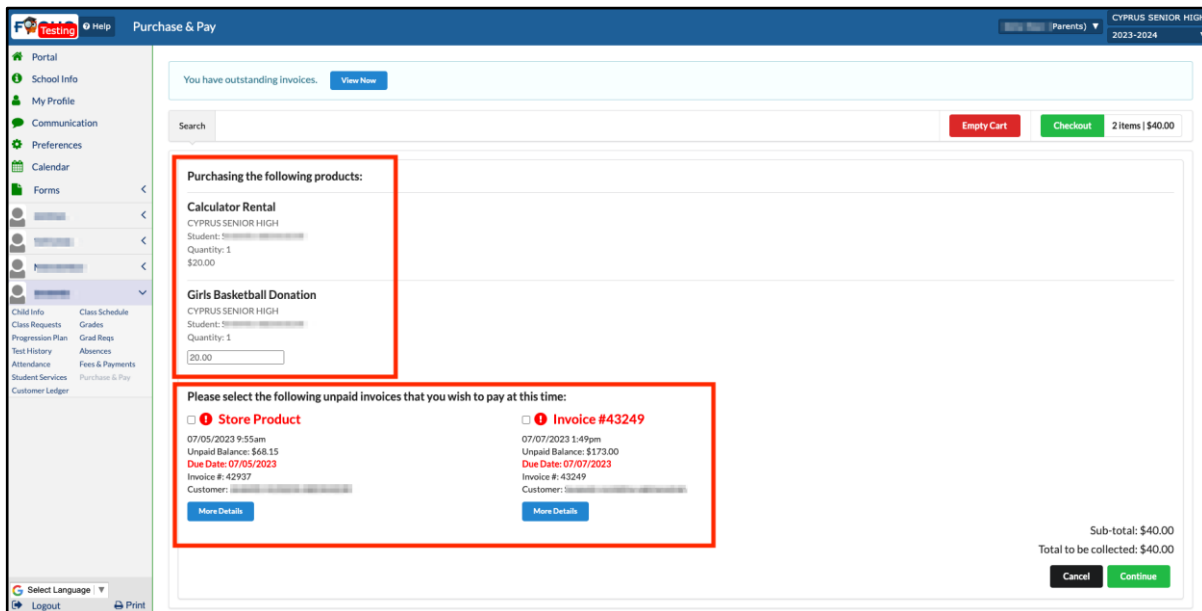
3. Remove an item from the cart by clicking the red **Remove from Cart** button.
 4. Any items marked as **Donations** will allow the ability to enter an amount for the donation.
- Parents can add items to the Shopping Cart for all linked students and check out just once, they are not restricted to one student at a time.



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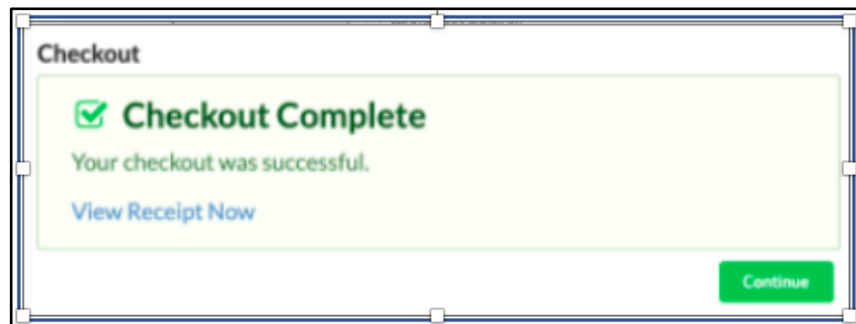
5. Click the green **Checkout** button in the top right corner to proceed to the **Shopping Cart Summary** screen.

The **Shopping Cart Summary** screen provides a list of **Products** that have been added to the **Shopping Cart** for purchase. If students have any **Outstanding Invoices** to pay, these will be listed in red at the bottom of the **Shopping Cart Summary** screen.



1. Select the checkbox for the invoices that you wish to pay and click the **Continue** button in the bottom right of your screen.
2. Fill out the appropriate information regarding your credit card information or electronic check payment.
3. Click the **Complete Checkout** button when finished.
4. Click **View Receipt Now** to go directly to the receipt. Focus will automatically send a receipt via email.

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A screenshot of a web interface for a credit card payment form. At the top, it says "You have outstanding invoices." with a "View Now" button. Below that, there is a search bar and buttons for "Empty Cart", "Checkout", and "3 Items | \$30.00". The main section is titled "Secure Payment Form" and "Pay by Credit Card". It features a blue Visa credit card graphic with the number "4111 1111 1111 1111" and the name "LINDA ABREGO". Below the card, there are input fields for "First Name on Card" (Linda), "Last Name on Card" (Abrego), "Card Number" (4111 1111 1111 1111), "Expiration" (09 / 2024), and "CVC". A red arrow points to the "Continue" button in the bottom right corner. The total amount is displayed as "Sub-total: \$90.00" and "Total to be collected: \$90.00".

5. Click **Continue** to receive a transaction confirmation screen.
6. Click **View Receipt Now** to go directly to the receipt. Focus will automatically send a receipt via email.

