



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:

The screenshot shows a student's parent portal for Pia at Light House High. The left sidebar contains navigation options like Portal, School Information, My Information, Calendar, Class Schedule, Class Requests, Grades, Grad Reqs, Test History, and Absences. The main content area is titled 'District & School Announcements' and has tabs for News and Events. Under the Alerts section, there is a message: 'You have outstanding invoices to be paid! Please review them here.' with a red arrow pointing to the link. To the right, there is a student profile for Pia and a table showing her grades for the 10/13 - 12/17 period.

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:

The screenshot shows a parent's portal for Gladys at Light House K-8. The left sidebar contains navigation options like Portal, School Information, My Profile, Preferences, Calendar, Forms, Gladys, and Pia. The main content area is titled 'District & School Announcements' and has tabs for News and Events. Under the Alerts section, there is a message: 'You have outstanding invoices to be paid! Please review them here.' with a red arrow pointing to the link. Below the alerts, there is a 'Virtual Instruction' announcement dated 03/25. At the bottom, there is a student profile for Pia and a table showing her grades for the 10/13 - 12/17 period.

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	Davila, 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:

Store Product	Invoice #43249
07/05/2023 9:55am Unpaid Balance: \$68.15 Due Date: 07/05/2023 Invoice #: 42937 Customer: [redacted]	07/07/2023 1:49pm Unpaid Balance: \$173.00 Due Date: 07/07/2023 Invoice #: 43249 Customer: [redacted]

Each invoice has a 'More Details' button. At the bottom right, the cart summary shows 'Sub-total: \$0.00' and 'Total to be collected: \$0.00'. A red arrow points to the 'Continue' button.

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

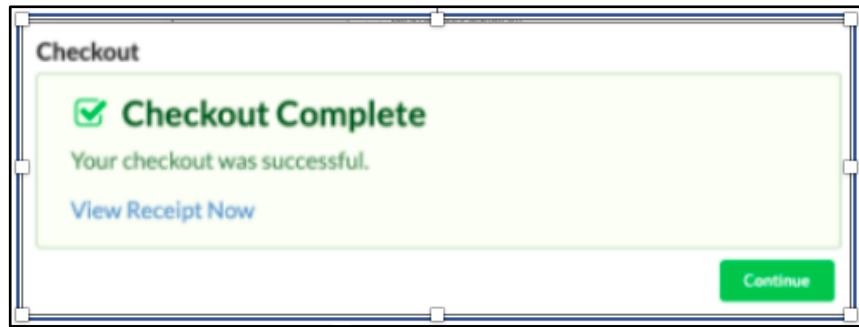
The screenshot shows the 'Secure Payment Form' for 'Pay by Credit Card'. It features a blue Visa credit card image with the number 4111 1111 1111 1111 and the name LINDA ABREGO. Below the card image are input fields for:

- 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, the cart summary shows 'Sub-total: \$90.00' and 'Total to be collected: \$90.00'. A red arrow points to 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.

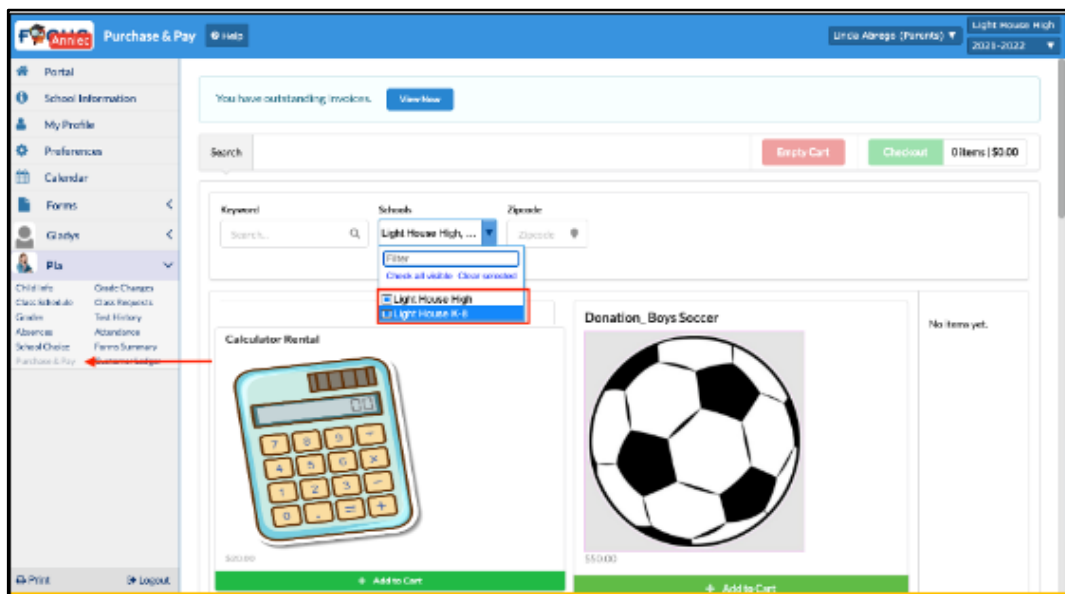
Q1	Q2	Q3	Q4	10/13 - 12/17					
Pd	Course				Teacher	Ex	Unx	Tardy	Grade
01	2-D STUDIO ART 1				Arteaga, J	0	0	0	NG
02	ALG 1				Hatfield, J	0	0	0	NG
04	CERAM/POT 1				Borchert, S	0	0	0	NG
05	CRIMINAL JUST OPS 1				Woods, L	0	0	0	NG

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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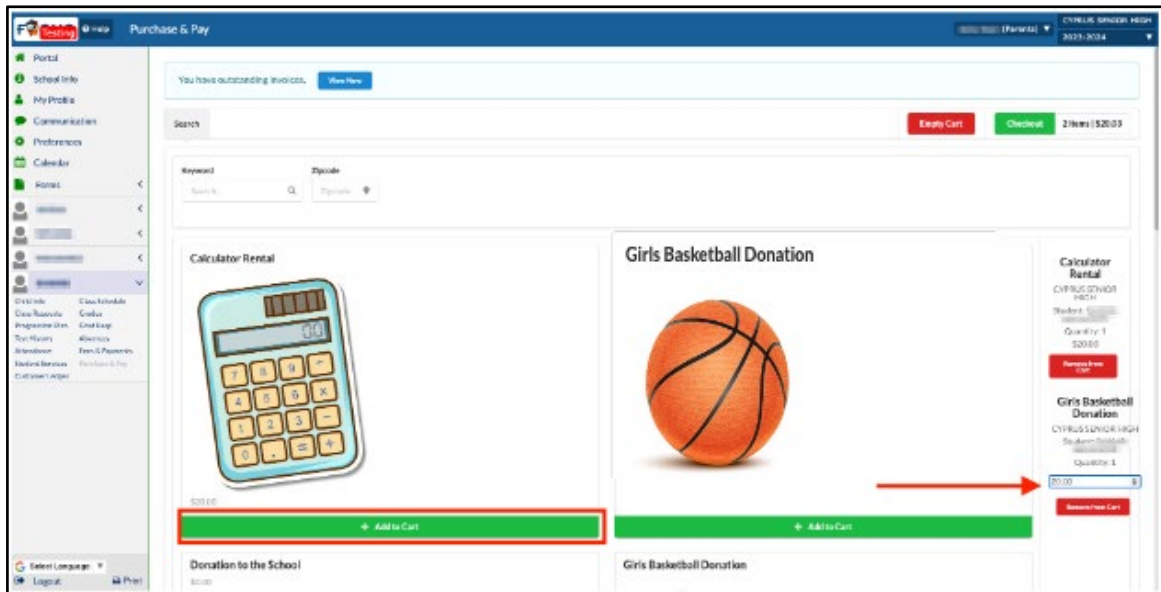
Shopping Cart

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.

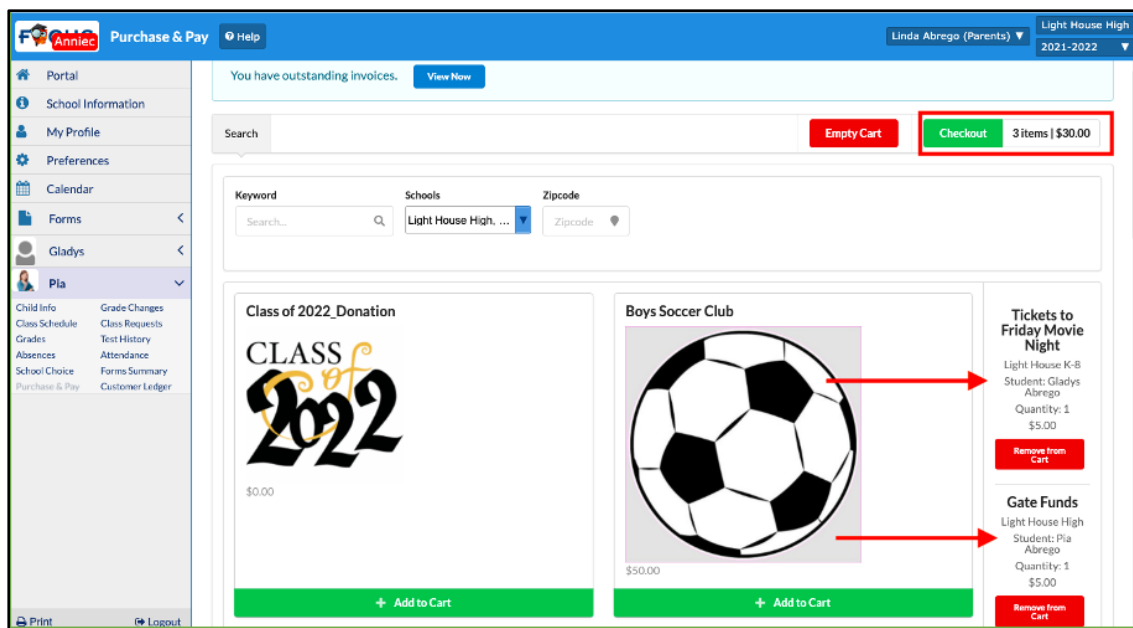


1. Add items to the cart by clicking the green **Add to Cart** button.
2. Items in the cart will display on the right side of the screen.

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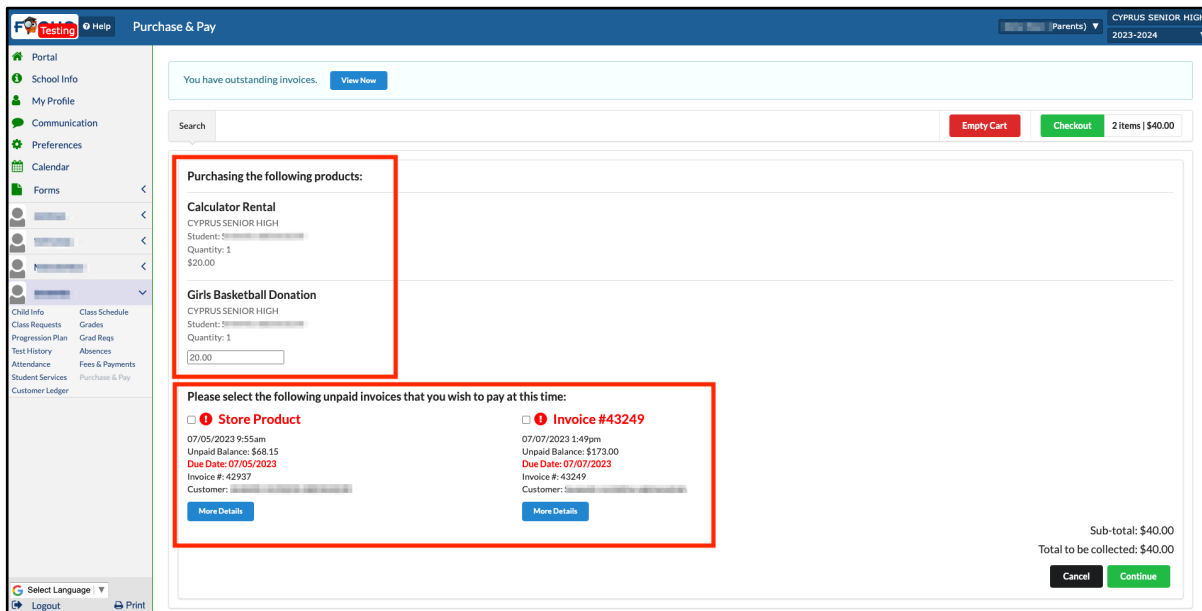
3. Remove an item from the cart by clicking the red **Remove from Cart** button.
 4. Any items marked as **Donations** will allow the ability to enter an amount for the donation.
- Parents can add items to the Shopping Cart for all linked students and check out just once, they are not restricted to one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



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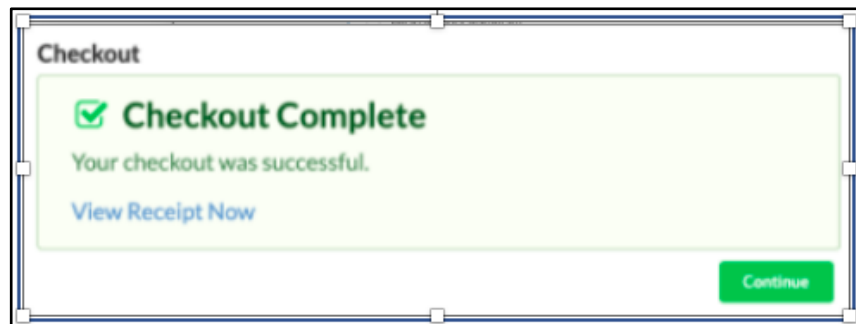
5. Click the green **Checkout** button in the top right corner to proceed to the **Shopping Cart Summary** screen.

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. The bottom right corner shows "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.

