K12 Payment Center Parent Guide

To access K12 Payment Center, go to <u>www.parkrapids.k12.mn.us</u>. On the For Parent/Students tab select Food Service. On the right hand side you can click on K12 Payment Center.

- Select a state from the **State** dropdown list.
- Select the school district where the students are enrolled from the District dropdown list.
- Your user name can be the same as your email, if desired.
- Enter a user name for your <u>K12PaymentCenter.com</u> parent account in the **User Name** text field.
- Enter an email address in the **E-Mail** text field. This is required and will be used only or <u>K12PaymentCenter.com</u> correspondence.
- Create a password by entering it in the **Password** test field. A password is required for security. Re-enter the password in the **Confirm Password** text field to ensure the correct password has been created.
- Enter the parent's name and phone number in the **Name** and **Phone** text

fields. This is the contact information in case we need to reach a parent and email is not available. First and Last name are required. Phone is requested but not required.

- Select a security question for password retrieval from the **Security Question** dropdown list.
- Enter the answer to your security question in the **Answer** field.
- Check the Terms of Use box to agree to <u>Terms of Use</u> and <u>Privacy Policy</u>.
- Click Submit. You will be directed to the Parent Home Page.
- After you Sign Up, the next step is to Add Students under Manage Students.

LUNCH PAYMENTS

• To make a meal payment, enter the payment amount for each

student in the **Amount** field and click Add to Cart . A note will momentarily appear at the top noting that payment has been added to the cart.

- Only verified students will display here.
- Once an amount is entered and added to the cart, the button changes to Refresh Cart.

Meal Payments				
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JREN	\$9.00	0.00		
N	\$23.70	0.00		

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View Cart and Checkout

When all meal payments and School Fees have been added to the cart,

click to View Cart and Checkout.

Click

Proceed To Checkout to check out and make a payment.



SELECT A WALLET

- If you select a **Wallet Account**, it will automatically fill in the information that was entered in **Manage Wallet**.
- Enter the CVV or card code in the CVV/Card Code text field.
- Check the box to confirm you have read <u>K12PaymentCenter.com</u>'s <u>Terms of Use</u> and <u>Privacy Policy</u>.
- Click
 Sprocess Payment
 to complete the payment.

OR ENTER YOUR ACCOUNT INFORMATION

If you do not want to use, or have not set up a wallet account, you can enter the required information on this screen.

- Enter the **First** and **Last Name, Address, City, State/Province** and **Zip** exactly as it appears on the credit card bill in the appropriate fields.
- Enter the Credit Card Number, CVV/Card Code, Card Expiration Month and Card Expiration Year.
- Click the **Save to Wallet?** box if you would like to save the credit card information to a wallet account.
- Check the box to confirm you have read <u>K12PaymentCenter.com</u>'s <u>Terms of Use</u> and <u>Privacy</u> <u>Policy</u>.
- Click
 S Process Payment
 to process the payment.
- A confirmation message will display and also an email will be sent to you if **Send Notification** is checked in **Manage Profile.**

First Name (As it appears on Credit Card)		Last Name (As it appears on Credit Card)	
Address - Line 1		Address - Line 2	
City	State/Province		Zip
Credit Card Number			CVV / Card Code 0
Card Expiration Month		Card Expira	tion Year
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