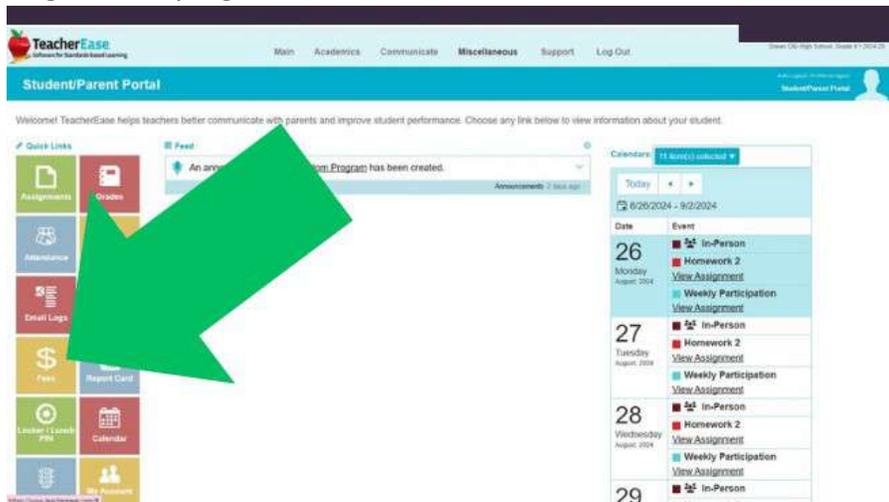
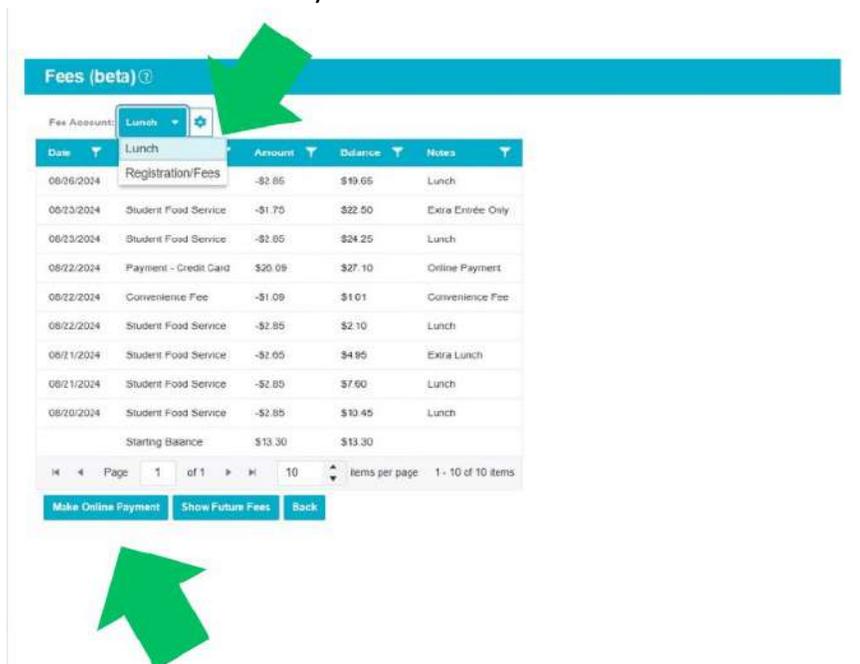


Making Online Payments on a Desktop in the TeacherEase Program

1. Log into the program and click the fees button.



2. To see what fees are due, you can toggle from the lunch to Registration/Fees.
3. Click Make an online Payment



4. If you have a **positive lunch/breakfast balance** then you will want to type in the amount of money you would like to deposit. If you have a negative lunch balance, it will auto-populate to the amount needed to bring the account to \$0. **You can edit this amount as well and type in the amount you want to pay.**
5. If you do not want to pay the entire balance for registration/fees, then choose the edit button and enter in the amount you would like to pay for each item listed.
6. The amount to be charged including the convenience fee charged by the company can be found near the bottom of the page.
7. Be sure to click the “I agree” statement
8. Click on checkout.

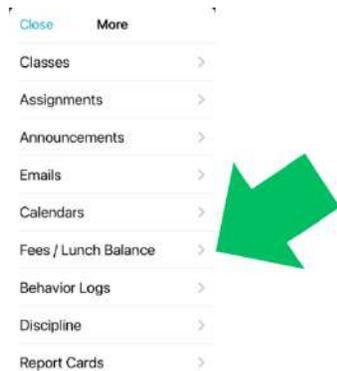
The screenshot shows a 'Make Online Payment' form with two sections: 'Lunch' and 'Registration/Fees'. In the 'Lunch' section, the 'Current Balance' is \$19.05 and the 'Payment' field is set to 0.00. In the 'Registration/Fees' section, the 'Current Balance' is -\$50.00 and the 'Payment' field is set to \$50.00. Below these sections, the 'Amount to be Credited' is \$50.00, the 'Convenience Fee' is \$1.86, and the 'Payment Total' is \$51.86 USD. There is a checkbox for agreeing to terms and conditions, and a list of available payment methods including VISA, Mastercard, and American Express. At the bottom, there is a 'Checkout' button and a 'Cancel' button. Green arrows point to the 'Payment' input field in the 'Lunch' section, the 'Payment' field in the 'Registration/Fees' section, the 'Payment Total' amount, and the 'Checkout' button.

9. Enter your credit card information and billing address.

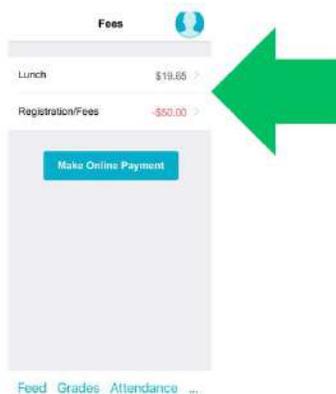
The screenshot shows a 'CHECKOUT' form with a red apple icon in the top left corner. The form contains the following fields: 'CARD NUMBER' with a placeholder '0000 0000 0000 0000', 'MM YY' with a placeholder '00 00', 'CVV' with a placeholder '123', and 'NAME ON CARD' with the value 'JOHN SMITH'. At the bottom, there is a blue button labeled 'BILLING ADDRESS'.

Making Online Payments From the TeacherEase App

1. Log in to the app and click the MORE button at the bottom of the page.
2. Scroll down to the FEES/LUNCH BALANCE and click the gray button.



3. You will have the opportunity to pay for lunch fees and/or registration fees such as class dues, club dues, etc. Click on MAKE AN ONLINE PAYMENT.



4. To change the amount you would like to pay, click on the EDIT button.



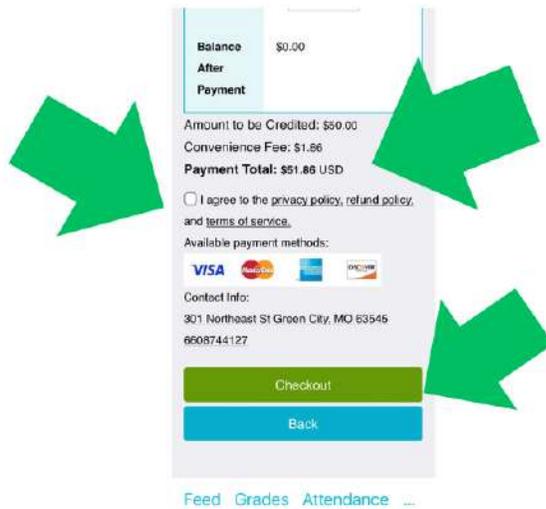
5. You can manually enter any of the amounts you would like to pay (or not pay.) For example, it may show that you owe class dues for 1st and 2nd semester and you may choose to only pay 1st semester. You would then enter \$0.00 in the area for 2nd semester.



Account	Registration/Fees
Current Balance	-\$50.00
Payment	\$25.00 hide
	08/22/2024
	Class of 2028
	\$25.00
	<input type="text" value="25.00"/>
	08/22/2024
	Class of 2028
	\$25.00
	<input type="text" value="0.00"/>
Balance After Payment	-\$25.00

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6. The total amount you are scheduled to pay can be found at the bottom of the screen and will also show the convenience fee that is required when paying by card. You will then click agreeing to the terms and conditions and then are able to CHECKOUT.



Balance After Payment \$0.00

Amount to be Credited: \$50.00
Convenience Fee: \$1.86
Payment Total: \$51.86 USD

I agree to the [privacy policy](#), [refund policy](#), and [terms of service](#).

Available payment methods:


Contact Info:
301 Northeast St Green City, MO 63545
6608744127

[Checkout](#)

[Back](#)

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