Greenville R-II Now Accepts Online Payments

Parents & district employees now have the ability to deposit money into school meal accounts and/or to pay fines & fees with a debit/credit card. PayPal is the clearing agent for these payments, so there is a nominal fee per transaction, see fee schedule below. <u>Payments must be made while logged into Parent Portal in order to credit your student's account.</u> Student and employee payments must be made as two separate transactions. **<u>In July each year, the online payment option will close</u>**. During that time, payments may be made at the Superintendent's office with cash or check. Online payment will open sometime right before school starts.

Student Online Payment Process:

- **Parents <u>must</u> have a Parent Portal user name and password.**
- Parent Portal access forms are available from any building secretary.
- Log into Parent Portal on the parent tab.
- From the home page choose "Online Payment."
  (All of your students will be listed with their balances. **(<u>Any balance due will be highlighted in yellow</u>)**
- In the "Deposit Amount" area, enter amount you are paying on the accounts.
- You can pay on one student or multiple students at one time.
- The Service Charge fee is displayed and added to the total transaction. (see fee schedule below)
- Click "Proceed to Verification Step." Verify amounts, click "Proceed to PayPal" to complete payment.
- At the bottom of the next screen, choose "Pay with Debit or Credit Card", to pay as a guest.
- You will be prompted at the end of the transaction to create a PayPal account, **<u>you can choose "Not Now."</u>**
- An email is sent from PayPal indicating success of transaction. Student accounts are credited with deposit.

Deposit Amount Range	Fee		Deposit Amount Range	Fee
$0.00 - $20.00	$1.00		$125.01 - $160.00	$5.00
$20.01 - $55.00	$2.00		$160.01 - $195.00	$6.00
$55.01 - $90.00	$3.00		$195.01 – $230.00	$7.00
$90.01 - $125.00	$4.00			

Greenville Employees Online Payment Process:

- Log on Classic SISK12 as a staff member. From the staff home screen, go to Actions>My lunch Balance.
- Click "Make an Online Payment." Double-click in the "Deposit Amount" column and enter deposit amount.
- Click "Proceed to Verification Step."   Verify amounts, click "Proceed to PayPal" to complete payment.
- At the bottom of the next screen, choose "Pay with Debit or Credit Card", to pay as a guest.
- You will be prompted at the end of the transaction to create a PayPal account, **you can choose "Not Now."**
- An email is sent from PayPal indicating success of transaction. Staff accounts are credited with deposit.
- ***NOTE: For those using 360 login, when logged in click on the circle that has your name, then down to meal service. Down in the lower right corner of screen will be the "Online payment" option.***