

Paying a Partial Payment through the Parent Portal

1. Login into your parent portal account.
2. Scroll down to the “Pay A Balance” section. Click the pencil next to “Amount to Pay.”

Pay A Balance

If you have a balance below, click the green “Pay” button below or you can bring cash into your child’s Club.

Account Primary Contact: |

Account Balance: \$925.00

Pay All

Optional Date Filtering

Start Date

End Date

Apply Date Filter


Clear Date Filter

Allowable Payment Types for

Credit Card

ACH

Group - Default

Type	Record	Balance Start	Balance	Amount to pay	Edit am...
Course Option Enrollment	TEAM Summer 3-5 - August T...	Mar 5, 2022		\$925	\$925 

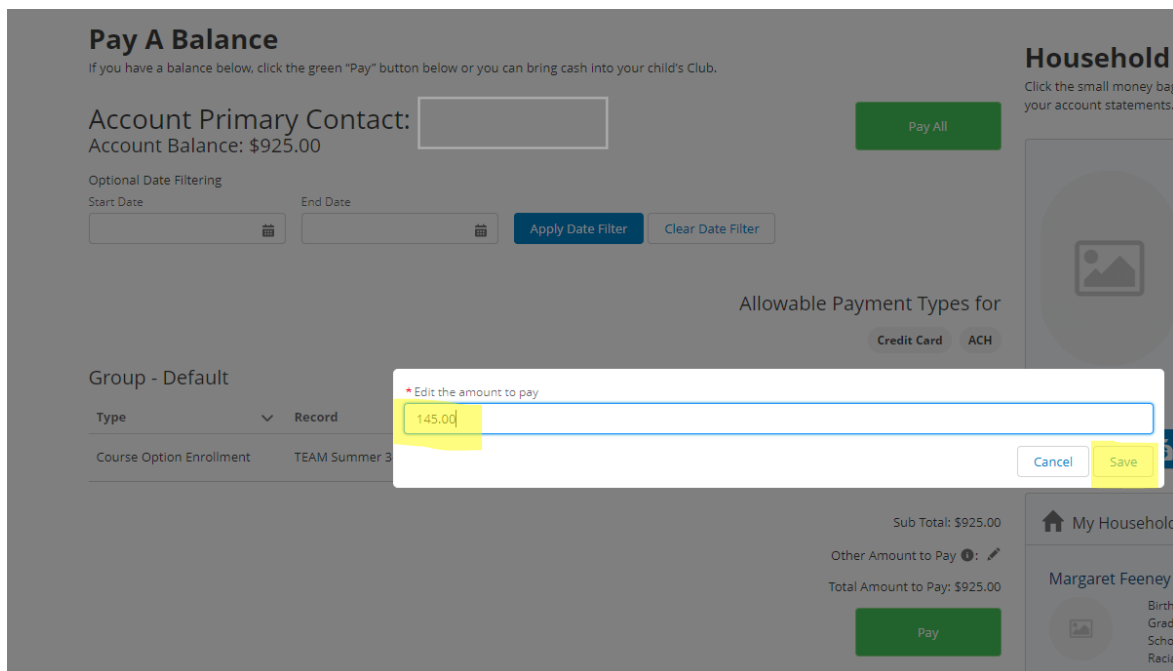
Sub Total: \$925.00

Other Amount to Pay ⓘ: ✎

Total Amount to Pay: \$925.00

Pay

3. Enter the desired amount you wish to pay and click Save.



The screenshot shows the 'Pay A Balance' section with a modal dialog open for editing the amount to pay. The modal dialog has a title 'Edit the amount to pay' and a text input field containing '145.00'. There are 'Cancel' and 'Save' buttons at the bottom of the modal. The background shows the 'Pay A Balance' section with the account balance of \$925.00 and a table of payment records. The 'Pay' button is visible at the bottom right of the page.

4. Click the green “Pay” button below this section. Choose your payment method – either credit card or an existing payment option you have previously saved.

Pay A Balance

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Payment Method

Existing Payment Option

5. If you plan to save this payment method, fill in the nickname field. If you do not wish to save it leave blank and click pay.

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Payment Amount

\$145.00

STORED ACCOUNT SETUP

Please enter a nickname for this Stored Account

Pay

6. Complete all the fields and then click "Process Transaction."

Pay A Balance

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CARD INFORMATION * Denotes a required field

*Card Number:

*Expiration:
Month / Year

CVV:

Pay A Balance

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Month / Year

CVV:

TRANSACTION INFORMATION

Amount: **\$145.00**

CANCEL TRANSACTION PROCESS TRANSACTION