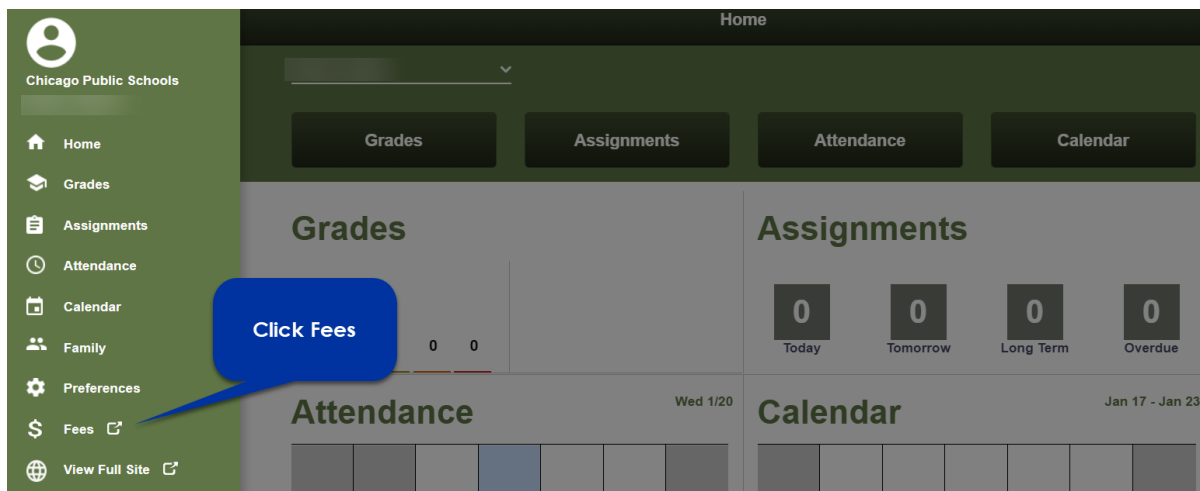


Making an Online Payment through the Parent Portal

Aspen will allow credit card and eCheck payments via the Parent Portal. Payments are processed via **e-Pay**, Chicago Public Schools' authorized vendor for credit card and eCheck processing. Specific credit card or bank information will not be stored in Aspen; only confirmation from e-Pay will be associated with the transaction. Below are the steps to make an online payment.

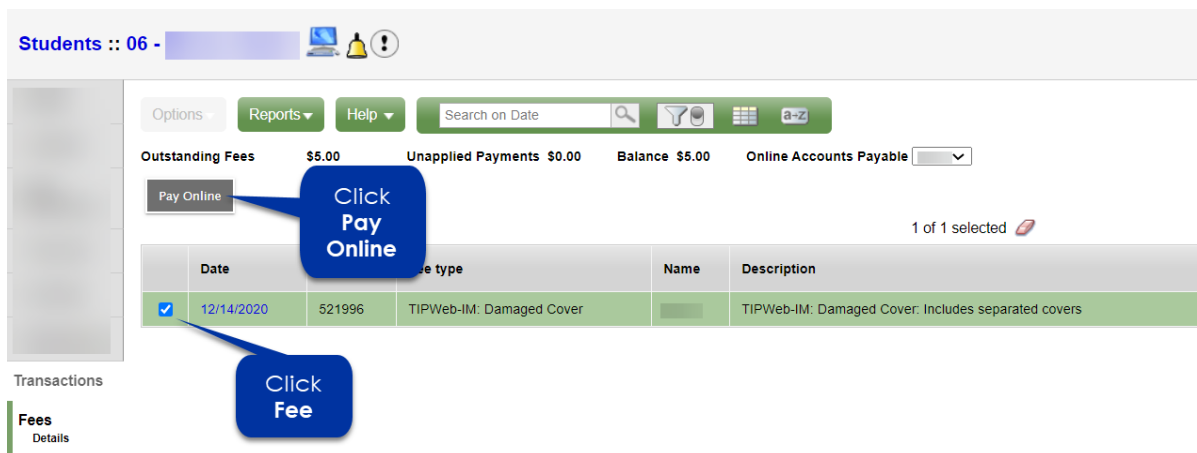
1. Login to Aspen **Parent Portal** Account
2. Click the **Fees** side tab



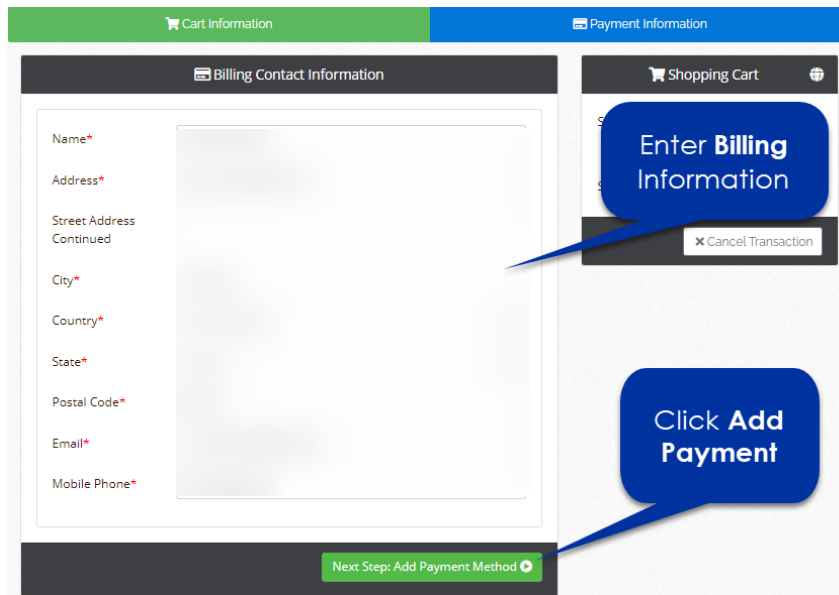
3. Select a student from the dropdown menu
4. Select the specific **Fee(s)** that you will be making the payment for.

TIP: Credit card and eCheck payments can only be made for the full cost of an item(s). The system is not able to process partial payments on items via an online payment.

5. Click **Pay Online**

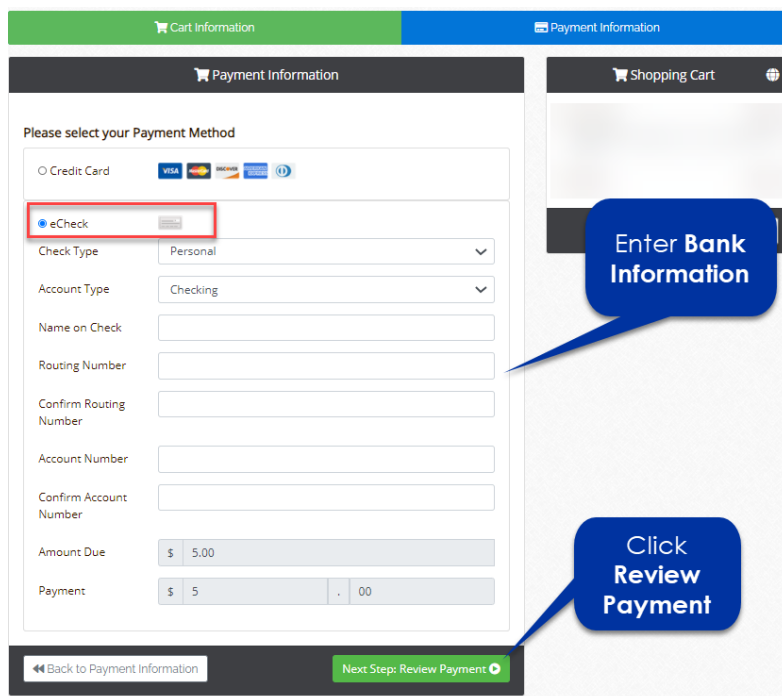


6. Click **Make Online Payment**
7. After you are taken to the e-Pay site, Click **Add Payment Method**



The screenshot shows the 'Billing Contact Information' form. The form fields include: Name*, Address*, Street Address Continued, City*, Country*, State*, Postal Code*, Email*, and Mobile Phone*. A blue callout bubble points to the 'Enter Billing Information' text. Another blue callout bubble points to the 'Click Add Payment' text. A green button at the bottom right says 'Next Step: Add Payment Method'.

8. Enter **Credit Card Information** or **eCheck Information**
9. Click **Review Payment**



The screenshot shows the 'Payment Information' form. The form has a section titled 'Please select your Payment Method' with two options: 'Credit Card' (selected) and 'eCheck'. A red box highlights the 'eCheck' option. Below this, there are fields for 'Check Type' (Personal), 'Account Type' (Checking), 'Name on Check', 'Routing Number', 'Confirm Routing Number', 'Account Number', and 'Confirm Account Number'. There are also fields for 'Amount Due' (\$ 5.00) and 'Payment' (\$ 5.00). A blue callout bubble points to the 'Enter Bank Information' text. Another blue callout bubble points to the 'Click Review Payment' text. A green button at the bottom right says 'Next Step: Review Payment'.

10. Click **Make Payment**

Parent Portal Support

If you encounter any issues while using the Parent Portal, including making fee payments, please contact your child's school directly. They can assist in troubleshooting any problems you may experience.