

INSTRUCTIONS FOR MAKING PAYMENTS THROUGH MISTAR

Log into Parent Portal and select your student. Click on the “Accounts” link, or scroll down to the “Accounts” section.

The screenshot shows the ParentConnection website interface. At the top, it says "Welcome Rachel Bois". Below this is a student information table:

| Student Name | Grade | School Name | School Year |
|----------------|-------|----------------------|-------------|
| William M Bois | 4 | Lakes Elementary (T) | 2020-2021 |

On the left side, there is a navigation menu with various options. The "Accounts" option is circled in red. Other options include Network Information, Schedule, Assignments, Attendance, Cafeteria, Marks, Standards, GPA, Transcript, Student Documents - Report Cards, Enrollment, Demographics, Contacts, Transportation, Documents, News, Activities, and Print Info.

The main content area displays a "Lakes Elementary" header and a "WELCOME" message: "Welcome to the 2019/20 School Year!!!!". Below the welcome message, there are sections for "CHANGE CONTACT INFORMATION", "REPORT CARDS", and "CHANGING Your ParentPortal PASSWORD". A logo for Hartland Consolidated Schools is also visible.

Under the “Accounts” section, click the link titled “Online SBA Payments.”

This screenshot shows the "Accounts" section of the ParentConnection website. It includes a table for "Emergency Contacts" and a table for "Household" members. Below these, there is a "Transportation" section with a "Bus Information" table. The "Accounts" section is expanded, showing a "Student Account Balance" table with a balance of \$0.00. A link for "Online SBA Payments" is circled in red. At the bottom, there is a "Transaction Detail" table.

| Student Account Balance | |
|-------------------------|--------|
| Balance | \$0.00 |

| Date | Receipt # | Item(s) | Charge | Payment | Balance Due |
|-------------------|-----------|---------|--------|---------|-------------|
| No Data Available | | | | | |

On the next screen, select the student and the item you wish to purchase, and click “add to cart.” You may select multiple students and multiple items when building your cart, even if you logged in under one student. Here is an example:

The screenshot shows the ParentConnection online payment interface. At the top, it displays the school name "Hartland Consolidated Schools" and the account name "Rachel Bois". Below this, there are dropdown menus for "Student" (selected as "William Bois") and "School" (selected as "Lakes Elementary"). There are also fields for "Item", "Quantity", and "Item Total Amount". Buttons for "Add To Cart" and "Reset" are visible. Below the main form is a "Shopping Cart" section with a table listing items and their amounts. The table includes columns for Student ID, School, Item, Quantity, and Amount. The items listed are "Club Fee" for \$40.00 and "Think Stretch Workbook" for \$13.50. The subtotal is \$53.50, and the total including a processing fee of \$1.55 is \$55.05. Buttons for "Proceed to Checkout" and "Cancel Transaction" are also present.

| Student (ID) | School | Item | Quantity | Amount |
|---------------|--------------------------|------------------------|------------------|----------------|
| Bois, Jenna | Hartland MS at Ore Creek | Club Fee | 1 | \$40.00 |
| Bois, William | Lakes Elementary | Think Stretch Workbook | 1 | \$13.50 |
| | | | Subtotal: | \$53.50 |
| | | | Processing Fee: | \$1.55 |
| | | | Total: | \$55.05 |

When you are ready to check out, click “Proceed to Checkout.” This will take you to your PayPal account, where you can log in and make your payment.