How to make payments through the Campus Parent Portal
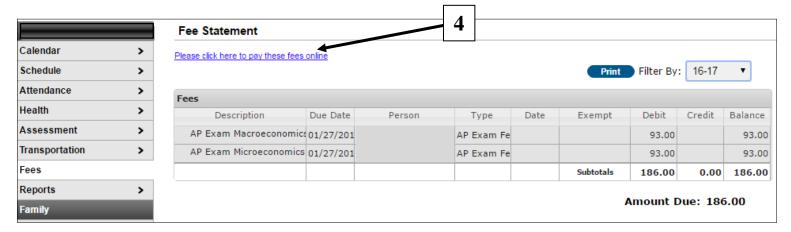
1. Sign on to the Campus Parent Portal.
2. Choose **"Select A Student"** from upper left menu.

3
3. Select **"Fees"** option from the menu on the left side (all fees will display for all students within your household).
4. Select **"Please click here to pay these fees online"** link (located under Fee statement).

4

Fee Statement

Please click here to pay these fees online

Calendar	>
Schedule	>
Attendance	>
Health	>
Assessment	>
Transportation	>
Fees	
Reports	>
Family	

Print   Filter By: 16-17 ▼

Fees

Description	Due Date	Person	Type	Date	Exempt	Debit	Credit	Balance
AP Exam Macroeconomics	01/27/201		AP Exam Fe			93.00		93.00
AP Exam Microeconomics	01/27/201		AP Exam Fe			93.00		93.00
					Subtotals	186.00	0.00	186.00

Amount Due: 186.00

5. Select **"Fees"** button.

Celebrating **200** Years
GNPS Established 1814
Welcome to the   Great Neck, New York U.S.A
Great Neck Public Schools
Online Web Store

Fees   Contact Us   My Account

5

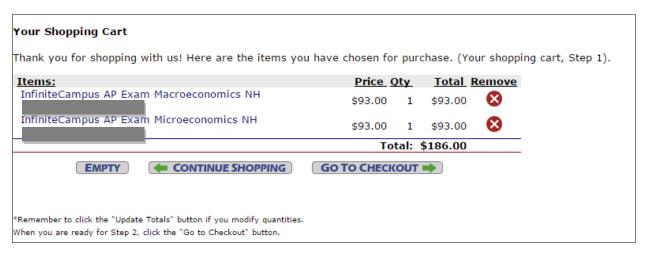Great Neck Public Schools Website | Frequently Asked Questions

DISCOVER   MasterCard   VISA

6. Input **portal user name** and **student's birthdate** (make sure this is in the form 'MM/DD/YYY', including the slashes and any leading zeros.)

7. Click **'Next page'** to proceed

8. Enter the **"Amount to Pay"** (AP Exam: $93 each) and click **"Next Page"**.

9. Review your Shopping Cart and select **"Go To checkout"**.

10. Input you email address and password and select **"Continue"** – this is a different account than your parent portal account.

11. A summary of your payment will appear. Select **"Continue"**.

12. The payment screen lets you input your checking account information. Select **"Pay with a credit card"** to input credit card information. Once you have input one of the payment methods select "**Verify**".

13. After the transaction has been processed, the Payment **RECEIPT** will appear.