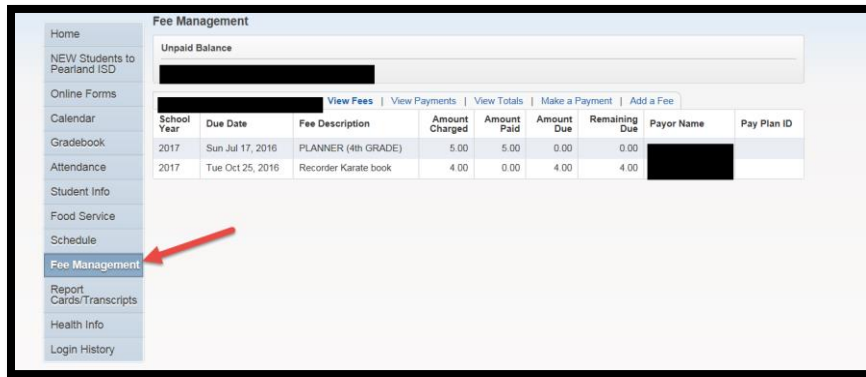
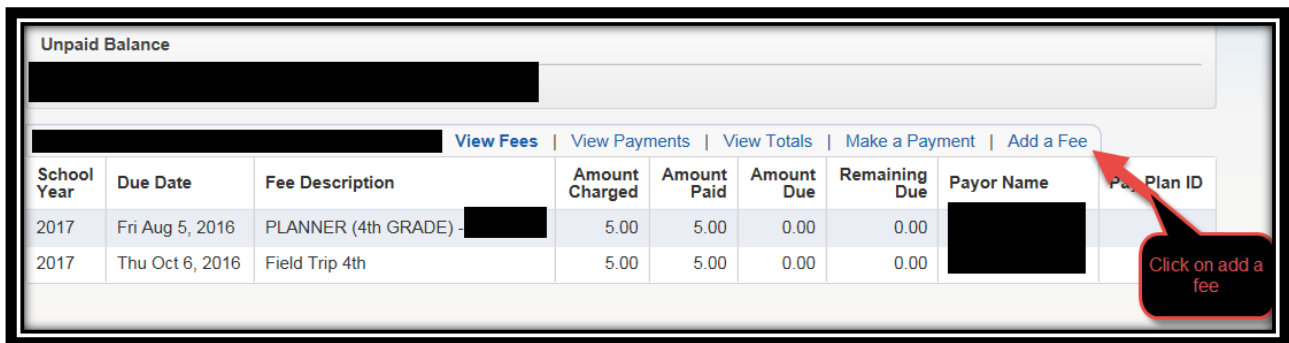


## Fee Management Add a Fee Parent Instructions

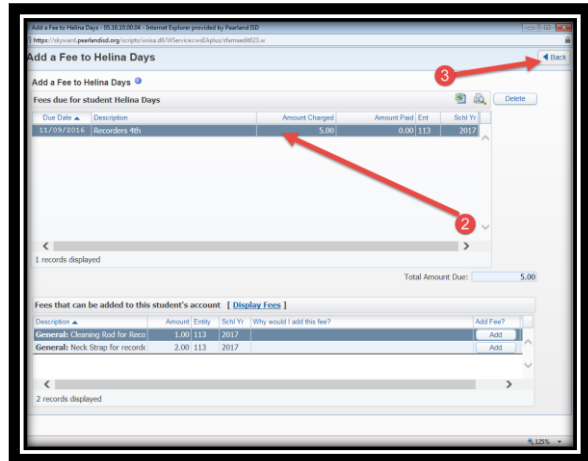
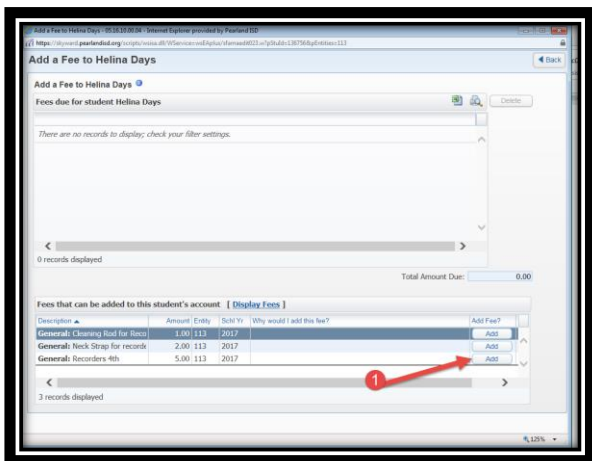
Click on Fee management tab.



Go to add a fee.



You will then have options to add the items available for you to purchase. Your order will be moved to the top of the page. After adding your items click on the back button.



You can now click on make a payment. Then click on the student name that you will be ordering for. Enter the amount to pay for each item then click on add to cart.

Unpaid Balance

View Fees | View Payments | View Totals | Make a Payment | Add a Fee

School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	Remaining Due	Payor Name	Pay Plan ID
2017	Sun Jul 17, 2016	PLANNER (4th GRADE)	5.00	5.00	0.00	0.00		
2017	Tue Oct 25, 2016	Recorder Karate book	4.00	0.00	4.00	4.00		

Click on make a payment

choose the student you are purchasing for.

Student Fees

Required Fees

Description	Due Date	Amount Due	Pay Amount
Recorders 4th Recorders 4th	11/9/2016	\$5.00	\$ Amount

Enter the amount then click on add to cart.

Optional Fees

Description	Qty	Cost	Pay Amount
Cleaning Rod for Recorders Cleaning Rod for Recorders	1	\$1.00	\$ Amount
Neck Strap for recorders Neck Strap for recorders	1	\$2.00	\$ Amount

You can also add other fees from this area.

If this is the first time paying fees online you will need to create an account. After creating your account you will be taken to another screen where you enter all your information and form of payment. If you have any question please contact Laura Landa at [landal@pearlandisd.org](mailto:landal@pearlandisd.org)

To pay online for the first time: Enter your email address and click Sign In using our secure server at the bottom of this page. On the next page, you will enter your name, address, phone, and payment information. You will also be prompted to establish a password. This password is NOT issued by the School or this web store.

Enter your email address:

I am a new customer  
 (You'll create a password later)

I am a returning customer  
 and my password is

Forgot your password? Click here.