



To make a Non Food Service payment



Log on to ParentOnline (www.ParentOnline.net) with your ParentOnline Username / Password.



Click **Make a Payment** on the **My Student Account** menu to display the **Make a Payment** page. The **Food Service Payments** tab appears.



Click **Next** on the **Food Service Payments** tab.

Student Account	Amount	Balance
<input type="checkbox"/> Billy Jones	554.00	\$
<input type="checkbox"/> Herbie Dixon	30.00	\$

Balance is as of 5/12/2014 1:05 PM CST

Sub Total: \$



Click the check box(es) in a student listing for each **Non Food Service** item to purchase; the purchase amount automatically appears in

Amount. Click **Next**

Student	Item	Amount	Last Payment
<input checked="" type="checkbox"/> Student: Billy Jones	For paying monthly transportation fee	100.00	
<input checked="" type="checkbox"/> Student: Herbie Dixon	For paying monthly transportation fee	100.00	

Sub Total: \$100.00



Select a card (or enter the details for a new card) and click

Next

Step 2: Pick one from 'My Cards' or Enter details of a new Card

My Payment Methods: Visa Test

Enter Details of a New Card

Card Information

Card Number:

Card Type:

Expiration Date: February(02) 2011

Billing Address
(Please enter the name and billing address as it appears on your credit/debit card statement)

(Use my profile address)

First Name: Edge
Last Name: Parent
Address: 4422 FM 1980 West
Line 2: Suite 300
City: Houston
State: TX
Zip Code: 77066

Payment Method Name: Visa Test

Back Cancel Next



Verify card details; make changes with

Edit Card



Verify payment details; make changes with

Edit Payment

Step 3: Verify Payment and Card Details
(Click the Authorize Payment button to complete the payment.)

Card Details

Payment Details

Food Service Payments

Account Number	Balance	Amount Paid
10-100000-0000000000		
Total:		

District Payments

Item Name	Amount
Student/Staffer City Fees	\$100.00
City Fee	\$100.00
Convenience Fee	\$3.00
TOTAL:	\$103.00

Sub Total: \$103.00
Convenience Fee: \$3.00
TOTAL: \$103.00
(Edit Payment)

Cancel Authorize Payment



Click **Authorize Payment** when all details are set. A success message appears. Payment results post to the Payment History page.

To view your payments



Click **Payment History**

on the **My Account** menu.

The last two months of payments are automatically shown. Select a new date range, if needed.

All payments are automatically shown. Select a specific payment item to see only those payments.

Payment History

Select a date range
 From: To: [View Details](#)

Payment Item

Show All Payments
 Show Successful Payments Only
 + Expand All - Collapse All

[Export To Excel](#) [Export To PDF](#)

Payment Date	Reference #	Gross Amount	Commissions Fee	Total	Status
05/23/2014	STQ1524763738	\$10.00	\$1.95	\$11.95	<input checked="" type="checkbox"/>
Student Name				Amount	Status
Gianna - Food Services Account				\$10.00	N/A
05/17/2014	STQ1524732221	\$360.00	\$18.00	\$378.00	<input checked="" type="checkbox"/>
Student Name				Amount	Status
Gianna - Transportation Fees				\$360.00	N/A
> 05/15/2014	STQ1524715307	\$10.00	\$1.95	\$11.95	<input type="checkbox"/>
> 05/09/2014	STQ1524657076	\$10.00	\$1.95	\$11.95	<input type="checkbox"/>
> 04/12/2014	STQ1524521624	\$10.00	\$1.95	\$11.95	<input type="checkbox"/>
> 04/03/2014	STQ1524464961	\$10.00	\$1.95	\$11.95	<input type="checkbox"/>

Description of service

Reference number of ParentOnline activity for your records

Green check mark indicates a successful payment

HOW TO CREATE

PARENT ONLINE.NET

ACCOUNT



ParentOnline support:
 Hours: 6:00 am to 6:00 pm CST
 Phone: 855.PAY2EAT (855.729.2328)
 Email: customersupport@parentonline.net
 URL: www.parentonline.net

Create a ParentOnline Account

On the ParentOnline Home page

- Click **CREATE AN ACCOUNT**

Step 1: User Information

- Enter the displayed security code.
- Select your state and school district.
- Create a username and check its availability.
- Create a password.
- Enter your email address.
- Select a security question and enter an answer.*

Click **Next Step** → to continue.

**This information is required by Revenue Online Support to verify you are the responsible holder. If you register with incorrect information, an error message will inform you of the account.*

Step 2: Personal Information

- Enter your personal information in all areas marked with an *.

Click **Next Step** → to continue.

Step 3: Review & Register

- Review the information you provided.
- Click the "I agree to the Terms & Conditions and Privacy Policy" box.

Click **Register** → to continue.

Step 4: Registration Confirmation

- Congratulations! You have successfully created your ParentOnline account.

Be sure to check the Login link and go to step 2 on page 2.

Balance Date/Time

View Unread High Priority Messages

ALYSSA TAMARA ELLINGTON

Amount Owed as of 03/26/2013 02:57 PM CST

Enrollment Status: **Enrolled**

Automatic Payment: **Not Set**

Payment Reminders: **Not Set**

\$12.20

← **Enrollment Status (Coming Soon!)**

SALLY LYNNE ELLINGTON

Amount Owed as of 03/26/2013 02:57 PM CST

Enrollment Status: **Enrolled**

Automatic Payment: **Not Set**

Payment Reminders: **Set for \$2.00**

\$2.10

Funds Available

Needs Payment

Menu

Students

Quick Functions

[Add Student](#)
[Make a Payment](#)
[Automatic Payment](#)
[Account History](#)
[Low Balance Alert](#)
[My Profile](#)
[My Cards](#)
[My Payment History](#)
[Change Login Details](#)

[Make a Payment](#)
[Account History](#)
[Automatic Payment](#)
[Payment Reminders](#)
[Remove Student](#)

ParentOnline Parent Quick Card | Release

2

Log In to ParentOnline

On the ParentOnline home page:

- In Username, enter the username that you created.
- In Password, enter the password that you created for your Username.
- Click 





You're In!

You are now ready to add a student to your account — go to step 3.

3

Add a Student

In the My Student Account menu:

- Click 
- In Student ID, enter the student ID provided by the school.
- In School, select the student's school.
- Enter the student's birth date and/or PIN, based on the fields displayed.
- Click 
- In the student listing, click 
- In the confirmation message, click 

You can now make a payment — go to step 4.

Note—Contact the Child Nutrition Services office at the school district if a message displays for student data not found.


4

Make a Payment For a Student

In the My Student Account menu:

- Click 
- Step 1: Food Service Payments
 - Enter a payment amount for one or more students' food service(s).
 - Click 

Step 2: Non Food Service Payments**

- Enter a payment amount for one or more students' non-food service(s) items. Some items have entered amounts (set fees) that cannot be changed.
- Click 

Step 3: Billing Information

- Select an existing credit card, or to setup a new card, enter card information.
- Click 

Step 4: Verify Payment

- Review card information and click  to make changes, if needed.
- Review payment information and click  to make changes, if needed.
- Click 

Step 5: Confirmation

- Congratulations! You have successfully posted a payment to your account!
- To print a copy of your transaction, click 

**This tab is shown only if your district participates in accepting payments for non-food service items. Please check with your school district for more information.