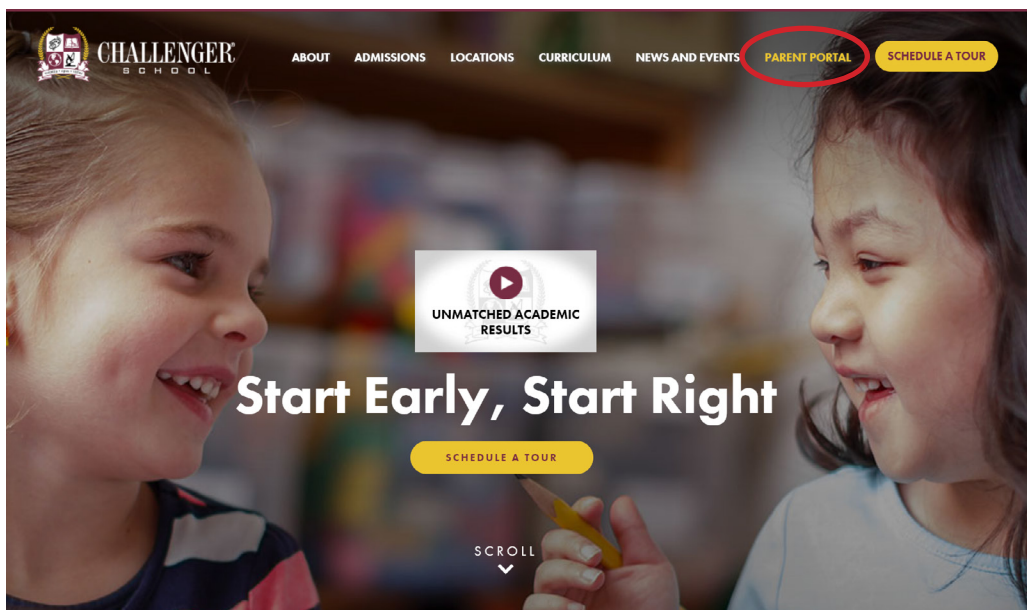# Make an Electronic Payment

Electronic payments can only be made by a person with an EduTrak account and after a payment contract has been signed.
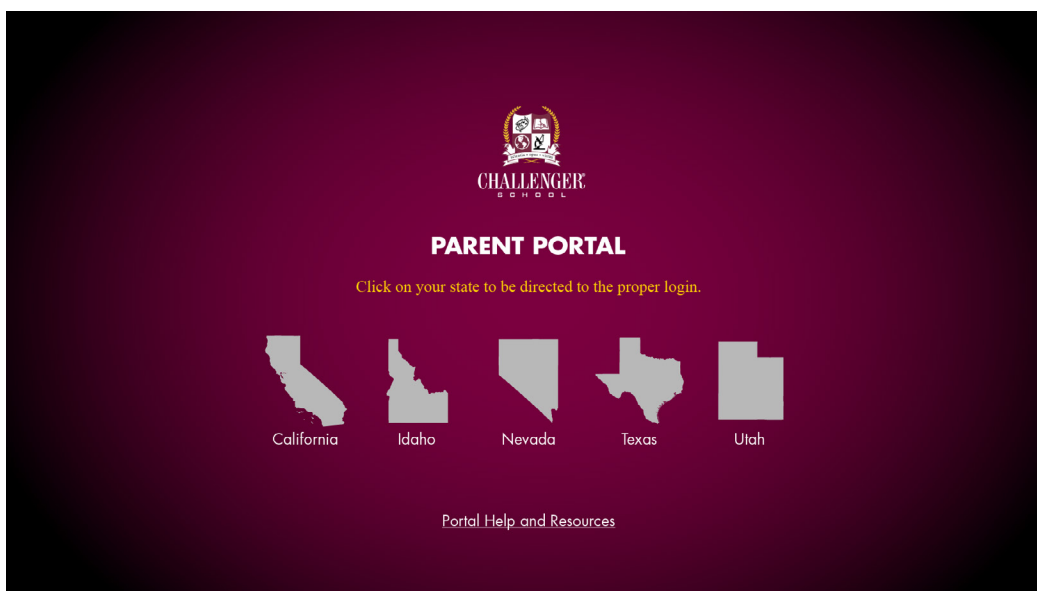
If you have a PowerSchool parent account, you will access EduTrak through PowerSchool.

If you are a payer who does not have a PowerSchool parent account, you will need to contact the campus for your EduTrak access codes.
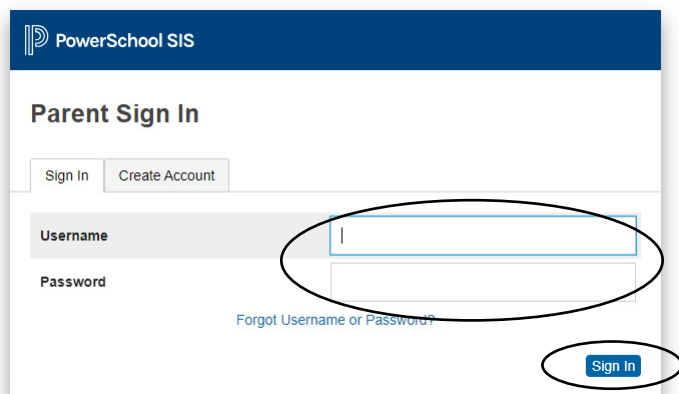
To begin, from our website, click Parent Portal.

Then, to be directed to the proper login, click on the state where your child will attend school.
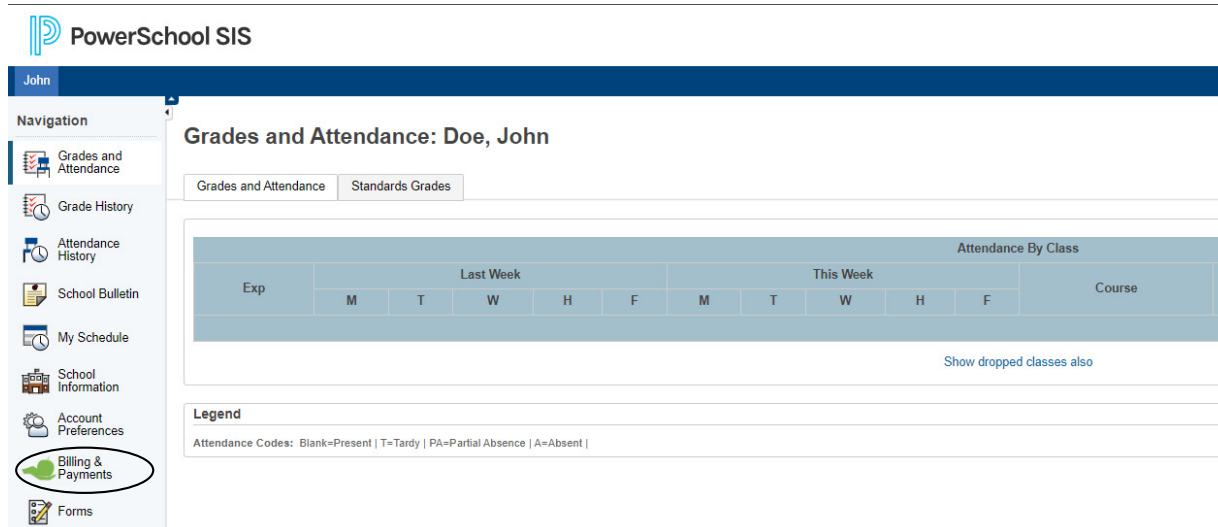
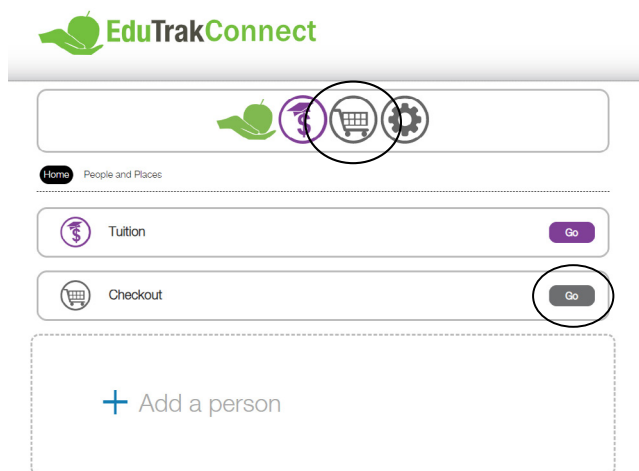Next, on the Sign In tab, enter your username and password. Click Sign In.

Once logged in to PowerSchool, on the left side under Navigation, click Billing & Payments to access EduTrak.

To make a payment click the Cart icon at the top of the screen or the Go button in the Checkout section.

The checkout screen lists all contract payments as well as any additional fees that have been charged.

Click Add to Cart on the contract payments you'd like to pay.

Contract payments with the circling green arrows indicate that payments are scheduled for automatic payment and no action is necessary.

Unpaid fees are automatically added to your cart, but can be removed from this payment if necessary by clicking the dollar amount in the green box.

Once all payments have been added to the cart, click Checkout at the top of the screen.

Checkout History Statements

CHALLENGER SCHOOL MOUNTAIN   Checkout

CHALLENGER S C H O O L

John Doe

Student Account ID:	435417
Student ID:	2001045596
District ID:	6013
District:	**CHALLENGER SCHOOL MOUNTAIN**

Contract Payments

Contract/Revision ID	Description	Due Date	Amount	
35936/36709	All Day Preschool - 5 Day at Everest: payment for August 2024	08/10/2024	$804.00	$804.00
35936/36709	All Day Preschool - 5 Day at Everest: payment for September 2024	09/10/2024	$1,304.00	Add to Cart
35936/36709	All Day Preschool - 5 Day at Everest: payment for October 2024	10/10/2024	$1,304.00	Add to Cart

Other School Fees

Assigned ID	Description	Date Assigned	Amount	
8411	Late Pickup Fee	07/29/2024	$15.00	$15.00

In the checkout box, select a funding source, click the acknowledgment box, and then click Pay Now. Note that credit card payments will incur a processing fee of 4.5%.

You will receive a receipt for the payment via email.

At any time, you can click History to see all of the payments that have been made through your account.

Order #	Date	Time	Order Total
9000010456	7/12/2023	1:20:25 PM	$1,632.88