



## Parent Connect On-Line Payments

Seven Oaks School Division is pleased to accept on-line payment through Parent Connect!  
Both Visa and MasterCard are accepted.

1. Choose the Fees tab drop down after you have logged in to Parent Connect.
  - a) Detail Fee History will allow you to see all fees assessed, both paid and unpaid
  - b) Fees for Payment will only show you your outstanding fees
2. If you chose Detail Fee History, click Fees-Payment
  - a) Under the Pay Line column, click the lines you wish to pay  
NOTE: if the Pay Line box is greyed out, it is not available for on-line payment
  - b) Press the Green "Ready to Pay" button
  - c) It will ask you to confirm the payment amount: Make a Payment to proceed or Close to cancel.
3. Please read the screen for further information. You will be directed to a fully secure payment processing system. No credit card information is stored by Seven Oaks School Division.
4. Enter your Credit Card details and review the information provided, then click Process Transaction.
5. Your payment has been processed and you will be returned to Parent Connect where you will be able to print your receipt.
6. Thank you for your payment!