

## Making a One-Time Payment

To make a one-time payment in Family Link, complete the steps below:

1. From the Home screen, click **Pay** tile.



2. Family Link will automatically fill in the payment amount if there is a balance due. The payment amount can be edited by clicking in the amount field and changing the current amount.

The image shows a close-up of the 'Online Payment' form. The title 'Online Payment' is at the top. Below it, the 'Payment Amount' is displayed as '127.00' in a text input field. To the right of the field is a small blue speech bubble icon. Below the field is a prominent green button with the text 'PAY NOW' in white capital letters.

3. After entering the payment amount, click **PAY NOW**.
4. Select a previously saved payment type or enter in a new payment method by completing all fields.

Note – to save a newly entered payment method, check **Save payment method to my account**.

Save payment method to my account

5. Check the payment terms and click **SUBMIT PAYMENT**.

By processing this payment method, you accept the terms of service detailed in your enrollment agreement (including but not limited to tuition, late pick up, and return check fees). Important Note: All payment information is tokenized and stored in compliance with cardholder security best practice

**SUBMIT PAYMENT**

\*Please only click the button once

Upon approval, payment will be posted to your financial statement.

Note – Payments after 11:00 PM local time on Friday evenings will be posted to the next billing period.