

## Make Online Payments Straight from PowerSchool

You can now make Online Payments with our school Webstore straight from PowerSchool which will be added to your student's account immediately.

- Log into PowerSchool (via internet browser (not the app)).
- Click "Balance" from the menu on the left-hand side of the screen.
- Click the **green** "Make a Payment" button on the right-hand side of that screen.



The screenshot shows a web interface with a green button labeled "Make a Payment" in the top right corner. Below it is a table with a blue header row containing the word "Description". Below the table, there is another green button labeled "Make a Payment". At the bottom of the screenshot, there is a summary table with three columns: "Fee", "Paid", and "Balance".

Fee	Paid	Balance
74.00	0.00	74.00

- You will then be taken straight to the Galena USD 499 Webstore. You will need to sign-in or create an account with the Webstore.
  - This is separate from your PowerSchool login. Doing so makes sure your students are linked to your store account and you will have a history of your purchases as well.
- Add your items to your shopping cart and check out.

*You will have the option to change between an e-check or a Credit/Debit card.*