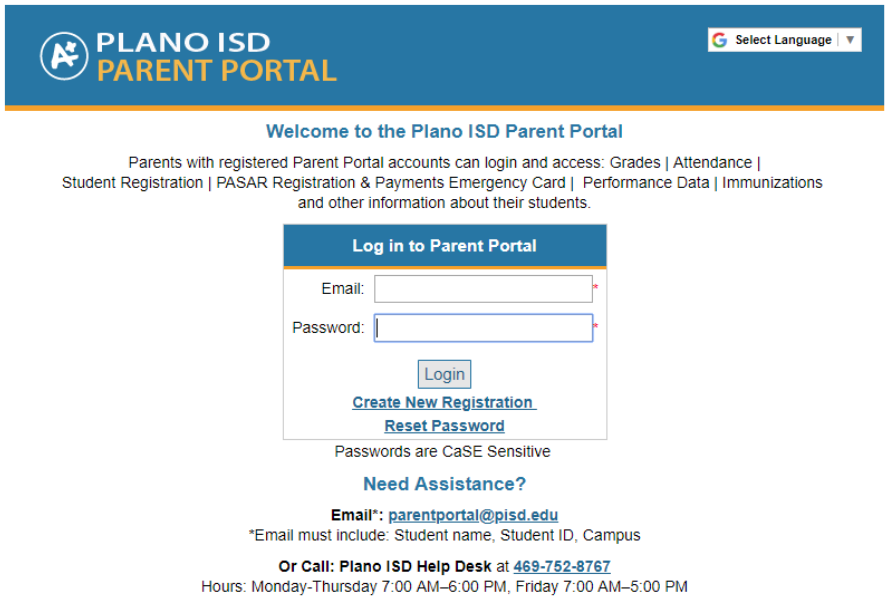
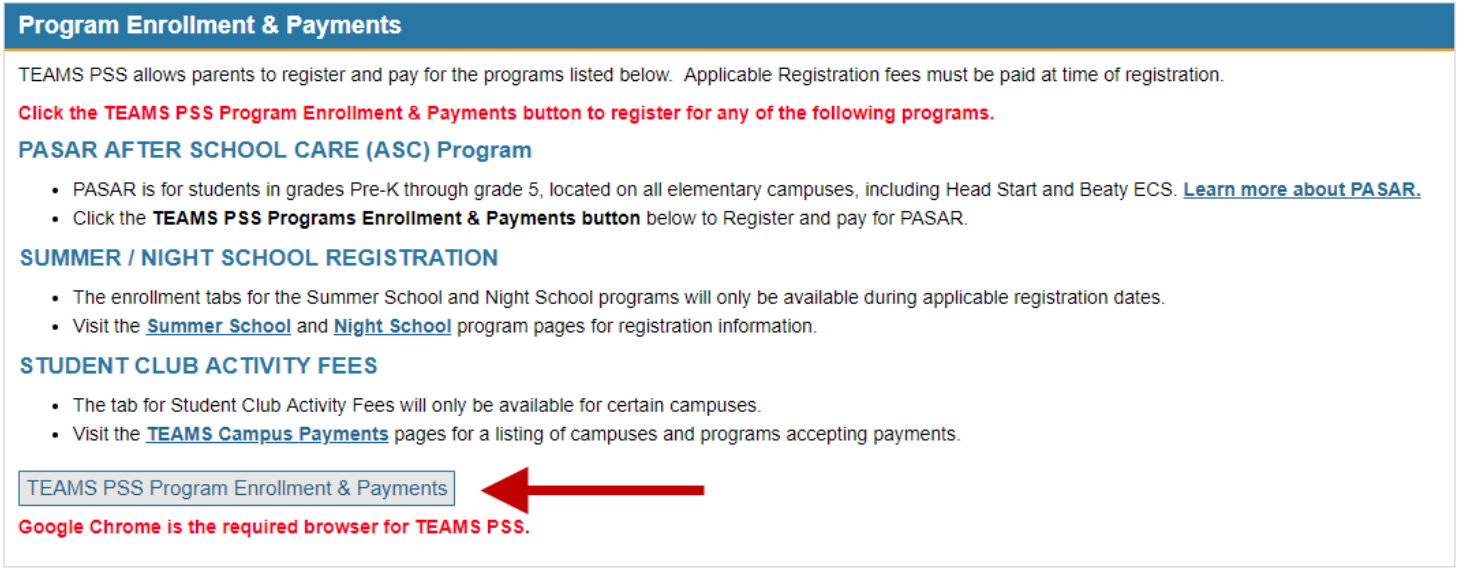
PAYING STUDENT FEES ONLINE

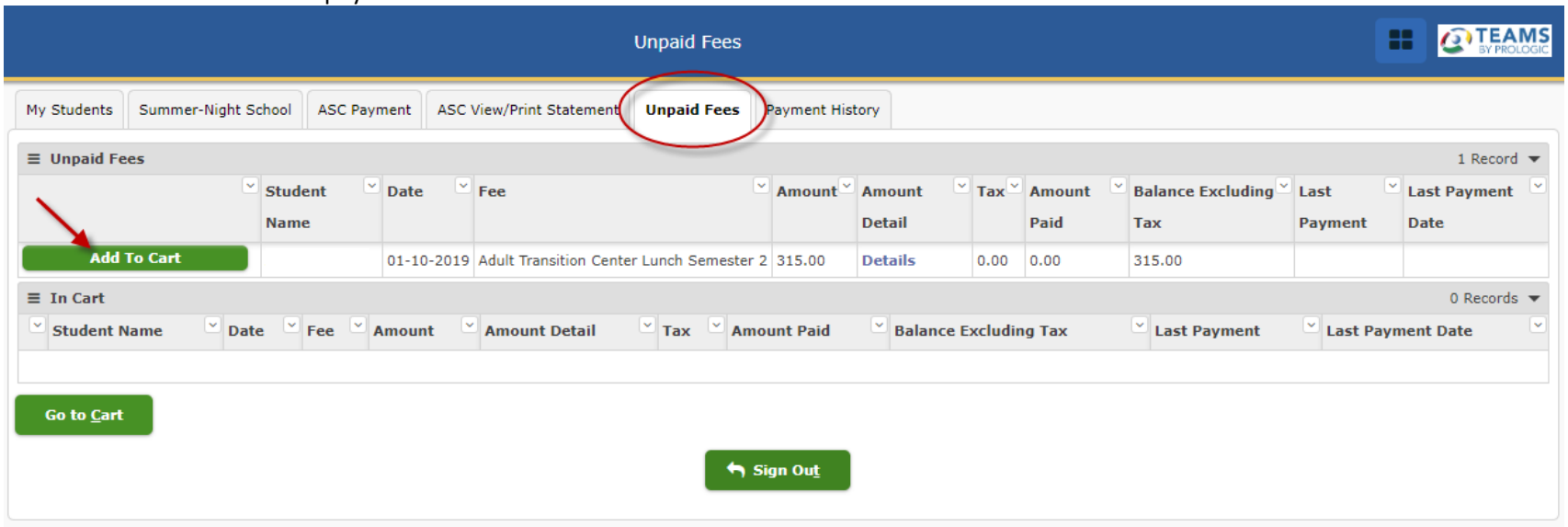
1. Log into Plano ISD Parent Portal (**https://parentportal.pisd.edu**)



2. On the Parent Portal page, scroll to **Program Enrollment & Payments**.
3. Click on **TEAMS PSS Program Enrollment & Payments** to pay Student Club Activity Fees.

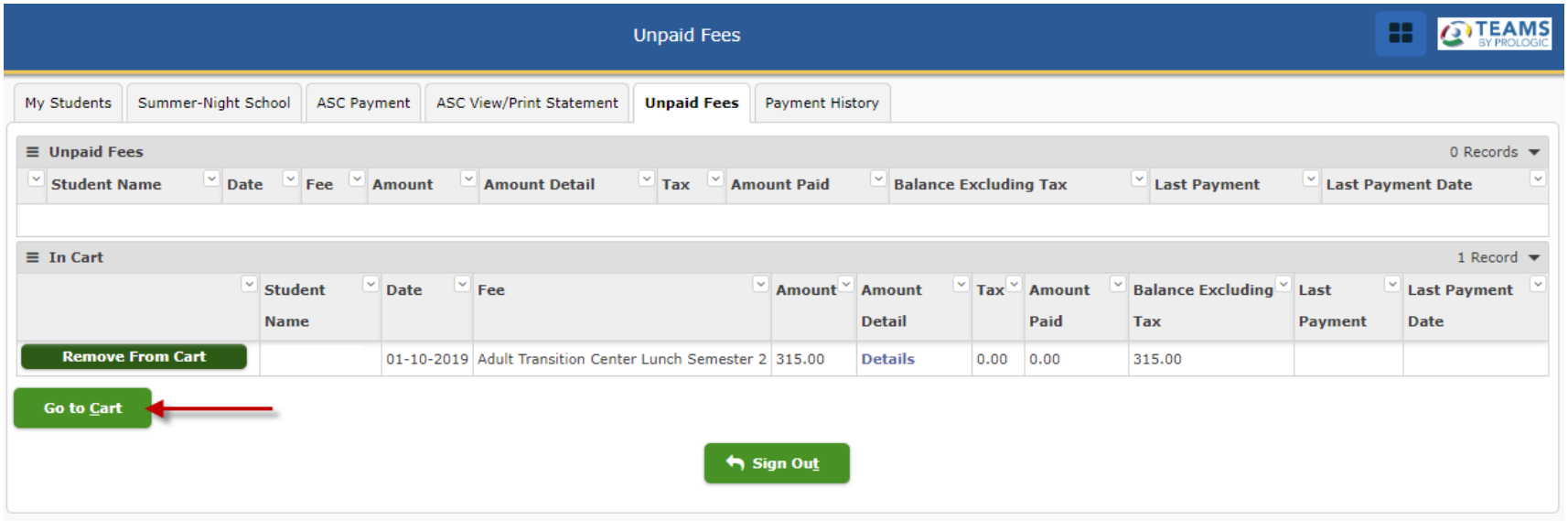


4. Select **Unpaid Fees** tab to view fees that are due for your student(s).
   Select **Add to Cart** to make a payment.



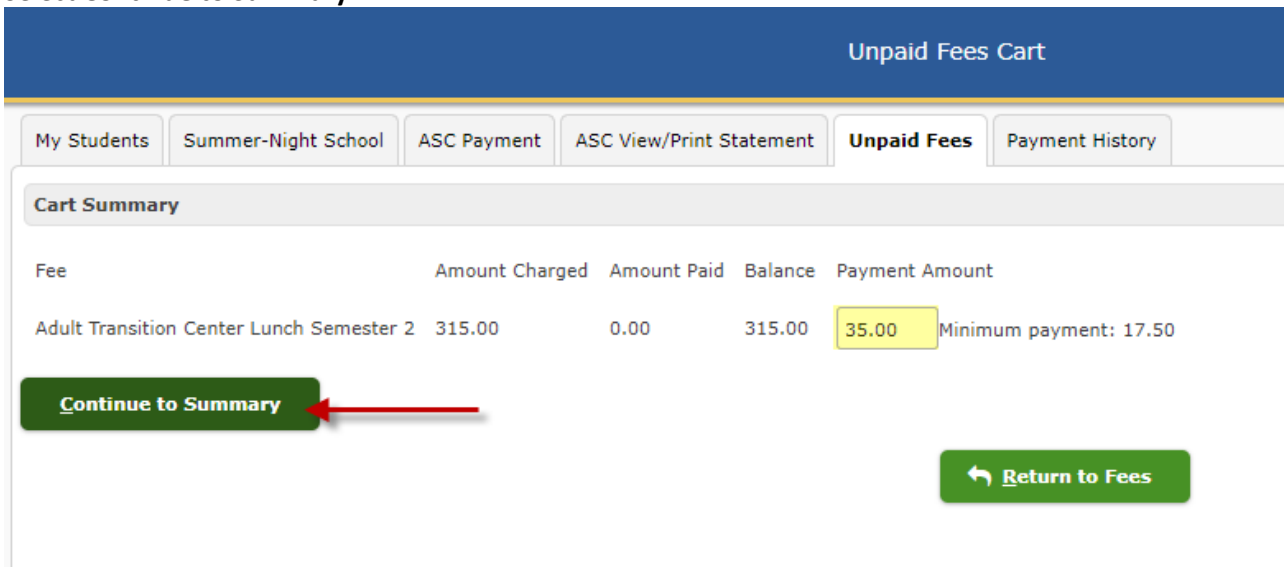
Note: If you are not required to pay the full amount at this time, you will be able to enter the amount you wish to pay on a later screen.

5. Once the fee is shown In Cart, select **Go to Cart**.

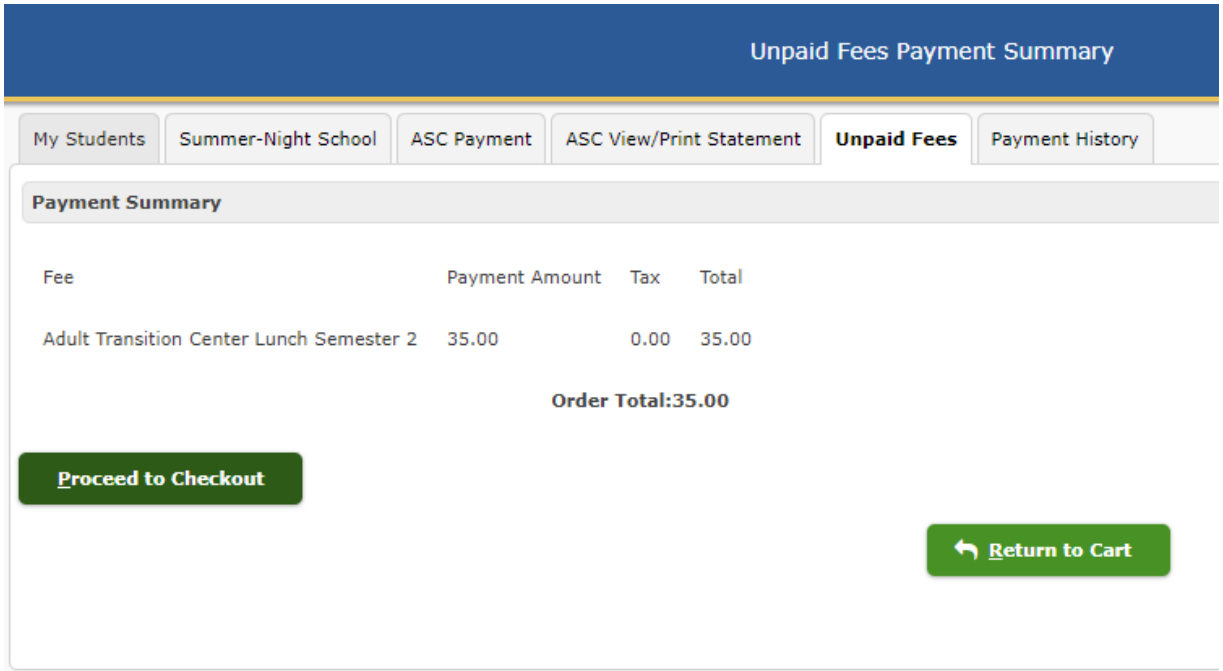


Note: If you are not required to pay the full amount at this time, you will be able to enter the amount you wish to pay on a later screen.

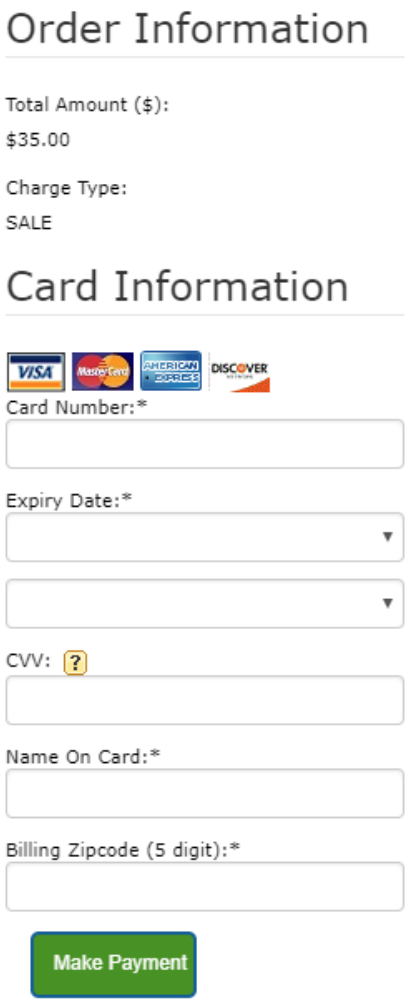
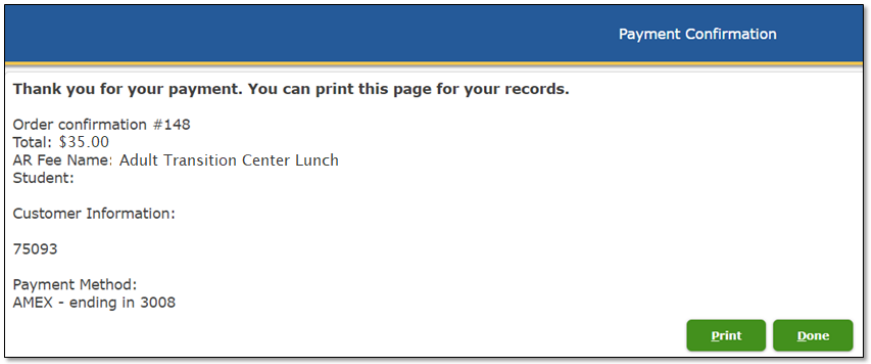
6. Enter the amount you wish to pay at this time in the **Payment Amount** field and hit the Tab key.
   Select **Continue to Summary**.



7. Verify the amount of your payment and select **Proceed to Checkout**.



8. Enter your credit card information and select **Make Payment**.



9. A confirmation will appear. You can exit Parent Portal if you are finished.