

## Instructions on How to Make a PASAR Payment Online

1. The identified PASAR Financially Responsible Customer will logon to the Parent Portal <https://parentportal.pisd.edu/Login.aspx>
2. Scroll down to Program Enrollment & Payments, click on TEAMS PSS Program Enrollment & Payments. Google Chrome is the required browser for TEAMS PSS.
3. The next screen will show your available student(s) [this is the same place you went to enroll your student(s) in PASAR].
4. Click on one student's name.
5. The student's name (line) becomes highlighted in yellow.
6. Click on the tab, ASC Payment.
7. The next screen is where you enter your credit/debit card information.
8. Read the Important Information below:
  - If you have just enrolled or enrolled a few days ago, and you are paying the Drop-in Plan deposit or paying the monthly tuition, you may see a balance at top of the screen showing a credit of - 75.00, this credit is the registration fee paid when enrolling– Do not include this amount when paying the tuition or drop-in deposit, the registration fee is separate from tuition. Refer to the Fee Chart on website to learn the amount for tuition or for the Drop-in plan deposit amount.
  - If enrolled in the Drop-in Plan, the balance may show zero, balance owed, or credit balance. The payment amount required is the balance owed + days attended but not billed + \$150 per student to have funds in account for future attendance.
  - If you are paying a late pick up fee, the fee(s) may not be shown on the screen as balance owed, but go ahead and pay the fee(s). (Contact our office if you have questions.)
9. If you are a District employee, your payroll deduction enrollment pays your PASAR tuition except for the 1<sup>st</sup> moth's tuition which each employee is required to pay. If you have a late pick-up fee to pay, make this payment online (it is not deducted from your paycheck).
10. Enter the required data in the appropriate fields.
11. Click the "submit" button.
12. If your payment is successful, you will receive an email confirmation
13. The payment authorization information will display on next screen.
14. Click on the "Done" button, which will take you back to the Parent Portal log on screen.

Finance Office – PASAR

Plano ISD

(469) 752-8915 Call Center Phone

[pasarfinanceoffice@pisd.edu](mailto:pasarfinanceoffice@pisd.edu)

