<h1 style="text-align:center">Instructions on How to Make a PASAR Payment Online</h1>

1. The <u>identified</u> 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 <u>one</u> student's name to enroll that student in PASAR<u>.</u>
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 <u>deposit</u> or paying the <u>monthly tuition</u>, you may see a balance at top of the screen showing: - 75.00 – this means you paid this amount for your registration fee and the (-) sign means it is a credit balance. *Do not consider this amount for payment you need to pay for monthly tuition or drop-in deposit.* 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 <u>per student</u> 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 <u>except at the beginning of the school year</u> when each employee is required to pay the monthly tuition, if enrolled in Regular Plan; or, the required Drop-in Plan deposit per student. 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. <u>Click</u> the "submit" button.
12. <u>If your payment is successful, you will receive an email confirmation</u>
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.

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