

**HOW TO VIEW, SAVE OR PRINT PASAR STATEMENTS ONLINE
(Inside the Parent Portal)**

Google Chrome is the required browser for TEAMS PSS.

1. Log on to Parent Portal.
2. Scroll down to *Program Enrollment & Payments*.
3. Click on **TEAMS PSS Program Enrollment & Payments**
4. Click on your student's name, which becomes highlighted in yellow.
5. Click on the tab, *ASC View/Print Statement*.
6. Click on the down arrow to select the Statement Period.
7. After selecting the statement, click on *Print Statement*.
8. The statement selected will display in another window and can be printed or saved.