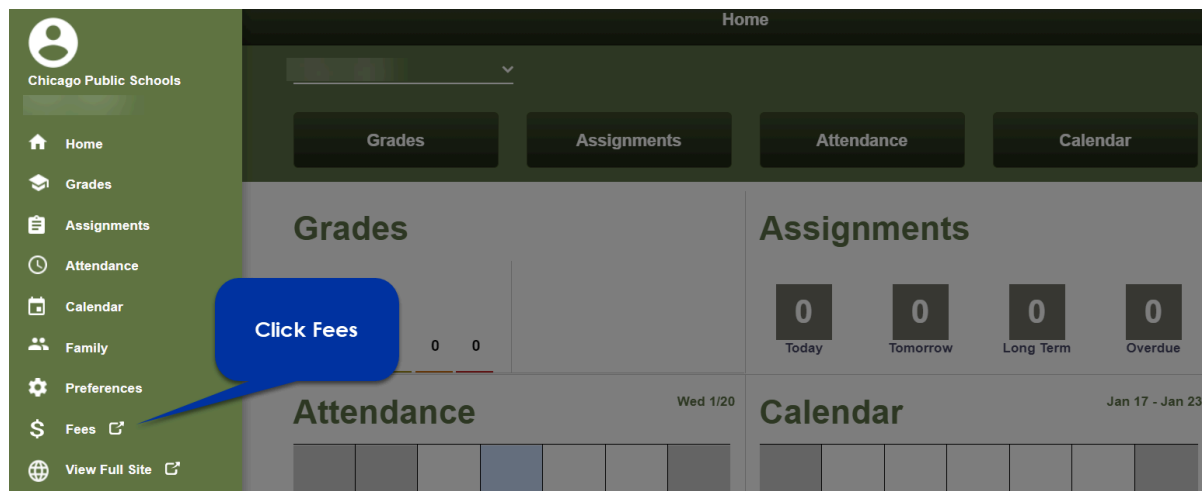


Making an Online Payment through the Parent Portal

Aspen will allow credit card and eCheck payments via the Parent Portal. Payments are processed via **e-Pay**, Chicago Public Schools' authorized vendor for credit card and eCheck processing. Specific credit card or bank information will not be stored in Aspen; only confirmation from e-Pay will be associated with the transaction. Below are the steps to make an online payment.

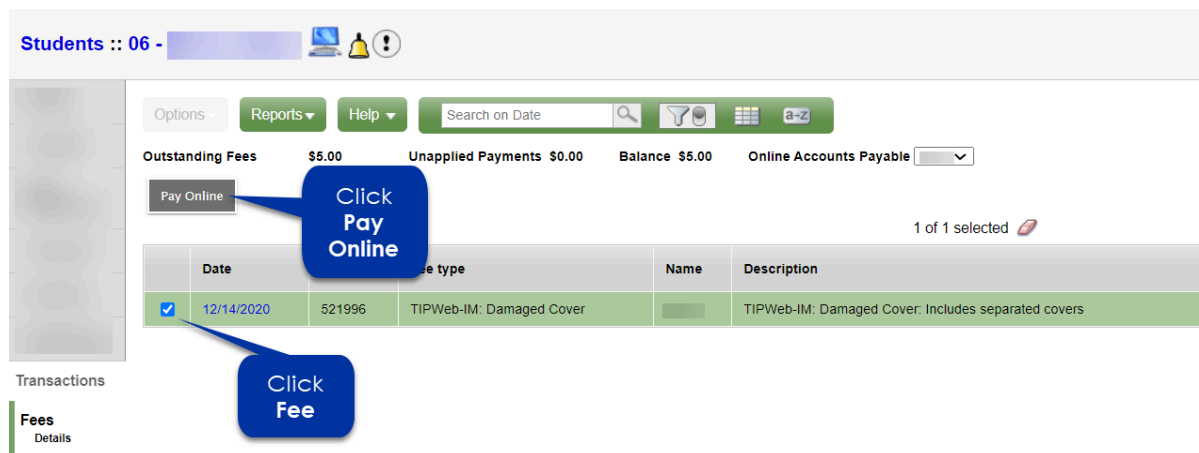
1. Login to [Aspen Parent Portal](#) Account
2. Click the **Fees** side tab



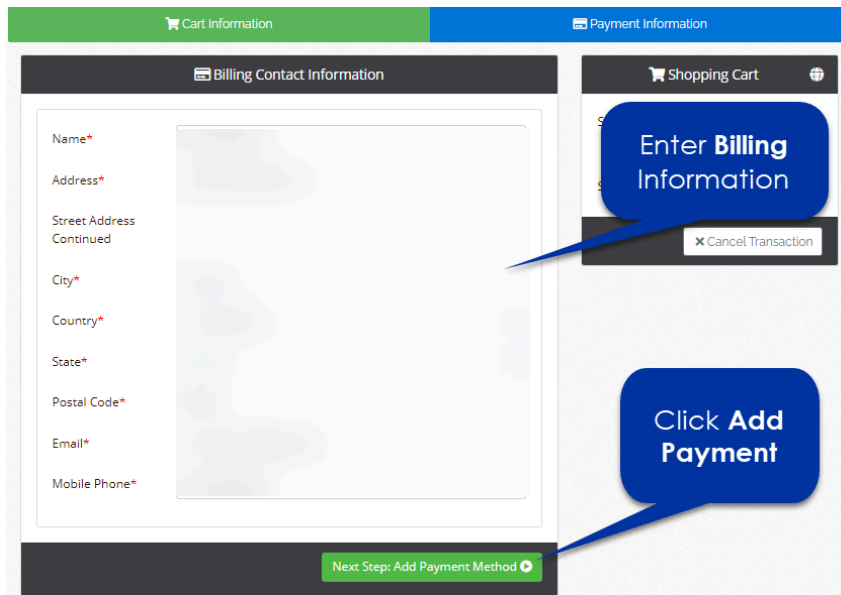
3. Select a student from the dropdown menu
4. Select the specific **Fee(s)** that you will be making the payment for.

TIP: Credit card and eCheck payments can only be made for the full cost of an item(s). The system is not able to process partial payments on items via an online payment.

5. Click **Pay Online**

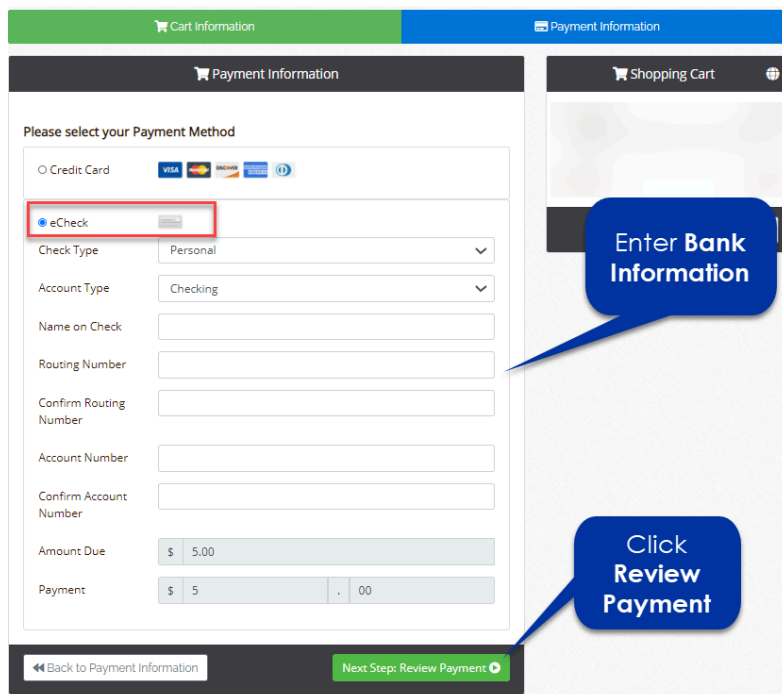


6. Click **Make Online Payment**
7. After you are taken to the e-Pay site, Click **Add Payment Method**



The screenshot shows a web form titled "Billing Contact Information" with fields for Name, Address, City, Country, State, Postal Code, Email, and Mobile Phone. A blue callout bubble points to the form with the text "Enter Billing Information". Another blue callout bubble points to a green button at the bottom right labeled "Next Step: Add Payment Method" with the text "Click Add Payment". A "Cancel Transaction" link is also visible.

8. Enter **Credit Card Information** or **eCheck Information**
9. Click **Review Payment**



The screenshot shows a web form titled "Payment Information" with a section for "Please select your Payment Method". The "eCheck" option is selected and highlighted with a red box. Below this are fields for Check Type, Account Type, Name on Check, Routing Number, Confirm Routing Number, Account Number, and Confirm Account Number. A blue callout bubble points to the "eCheck" selection with the text "Enter Bank Information". Another blue callout bubble points to a green button at the bottom right labeled "Next Step: Review Payment" with the text "Click Review Payment". A "Back to Payment Information" link is also visible.

10. Click **Make Payment**

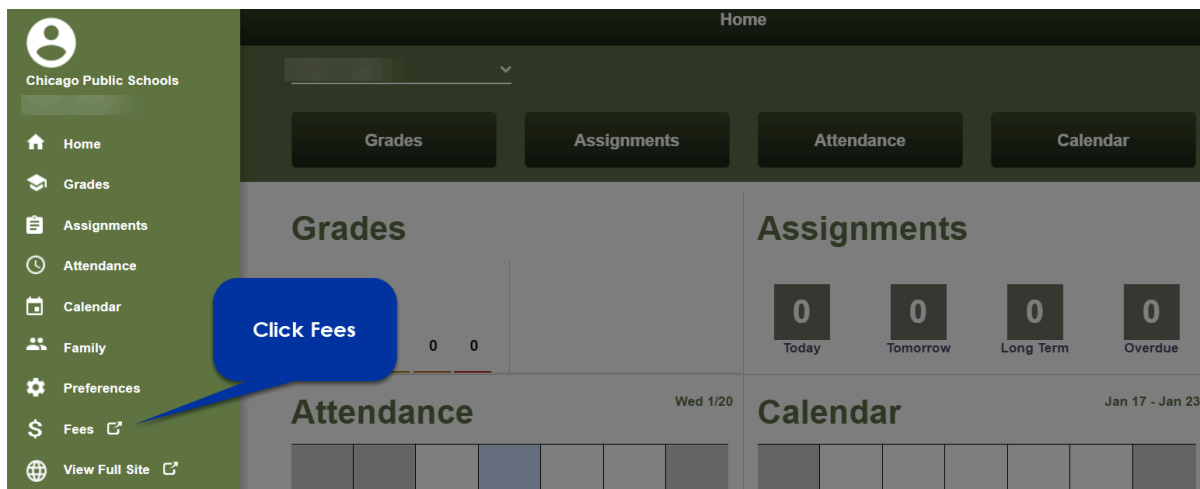
Parent Portal Support

If you encounter any issues while using the Parent Portal, including making fee payments, please contact your child's school directly. They can assist in troubleshooting any problems you may experience.

通过家长门户网站进行在线支付

Aspen 将允许通过家长门户网站使用信用卡和电子支票付款。付款将通过以下方式处理: 电子支付Aspen是芝加哥公立学校授权的信用卡和电子支票处理供应商。具体的信用卡或银行信息不会存储在Aspen系统中; 交易只会关联e-Pay的确认信息。以下是进行在线支付的步骤。

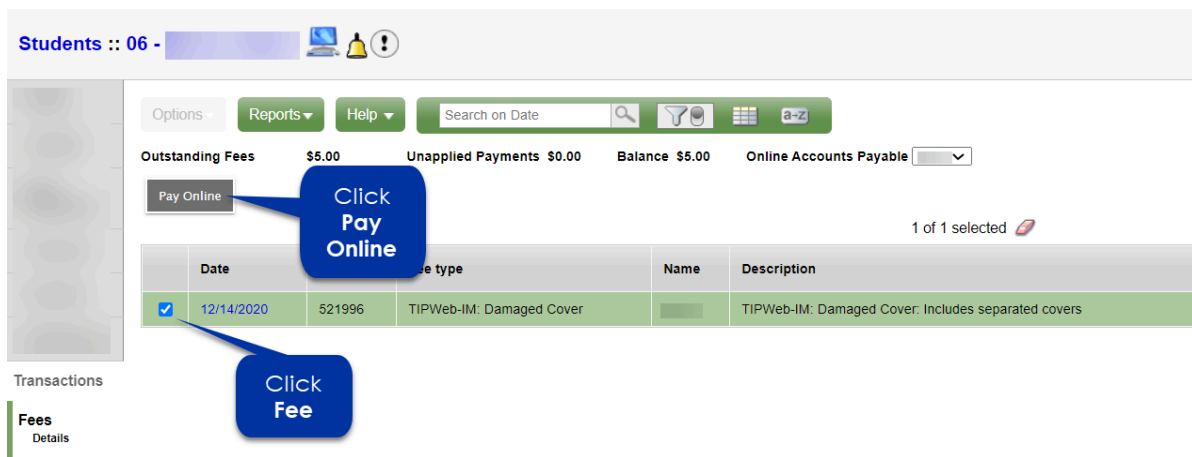
1. 登录 [Aspen](#) 家长门户帐户
2. 点击费用侧边标签



3. 从下拉菜单中选择一名学生
4. 选择具体选项费用您将为此付款。

提示 信用卡和电子支票付款仅支持支付商品全款。系统不支持通过在线支付方式支付商品的部分款项。

5. 点击 在线支付



6. 点击 在线支付
7. 进入电子支付网站后, 点击添加付款方式

The screenshot shows the 'Billing Contact Information' form. It includes fields for Name, Address (Street Address Continued), City, Country, State, Postal Code, Email, and Mobile Phone. A 'Cancel Transaction' button is visible. A blue callout bubble points to the form with the text 'Enter Billing Information'. Another blue callout bubble points to the 'Next Step: Add Payment Method' button with the text 'Click Add Payment'.

8. 进入 信用卡信息或者 电子支票信息
9. 点击 审核付款

The screenshot shows the 'Payment Information' form. It starts with 'Please select your Payment Method' and offers 'Credit Card' (with Visa, Mastercard, American Express, and Discover logos) and 'eCheck' (highlighted with a red box). Below 'eCheck', there are fields for Check Type (Personal), Account Type (Checking), Name on Check, Routing Number, Confirm Routing Number, Account Number, and Confirm Account Number. At the bottom, it shows 'Amount Due' as \$ 5.00 and 'Payment' as \$ 5.00. A blue callout bubble points to the 'eCheck' section with the text 'Enter Bank Information'. Another blue callout bubble points to the 'Next Step: Review Payment' button with the text 'Click Review Payment'.

10. 点击 付款

家长门户支持

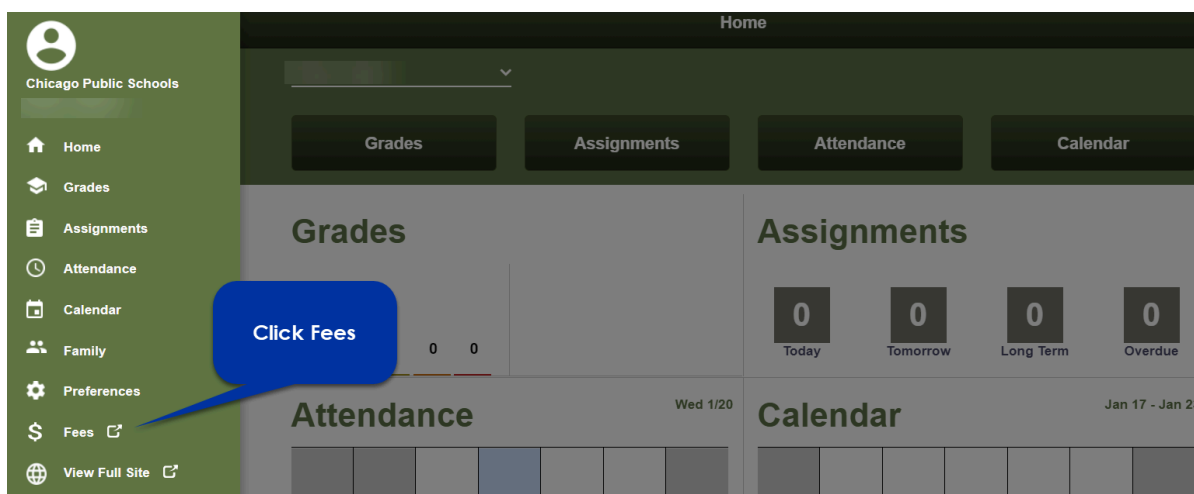
如果您在使用家长门户网站时遇到任何问题，包括缴费问题，请直接联系您孩子的学校。他们可以协助您解决

遇到的任何问题。

Realizar un pago en línea a través del Portal para padres

Aspen permitirá pagos con tarjeta de crédito y cheque electrónico a través del Portal para padres. Los pagos se procesan a través de **Pago electrónico**, proveedor autorizado de las Escuelas Públicas de Chicago para el procesamiento de tarjetas de crédito y cheques electrónicos. No se almacenará información específica de la tarjeta de crédito ni de la cuenta bancaria en Aspen; solo se asociará la confirmación de e-Pay con la transacción. A continuación, se detallan los pasos para realizar un pago en línea.

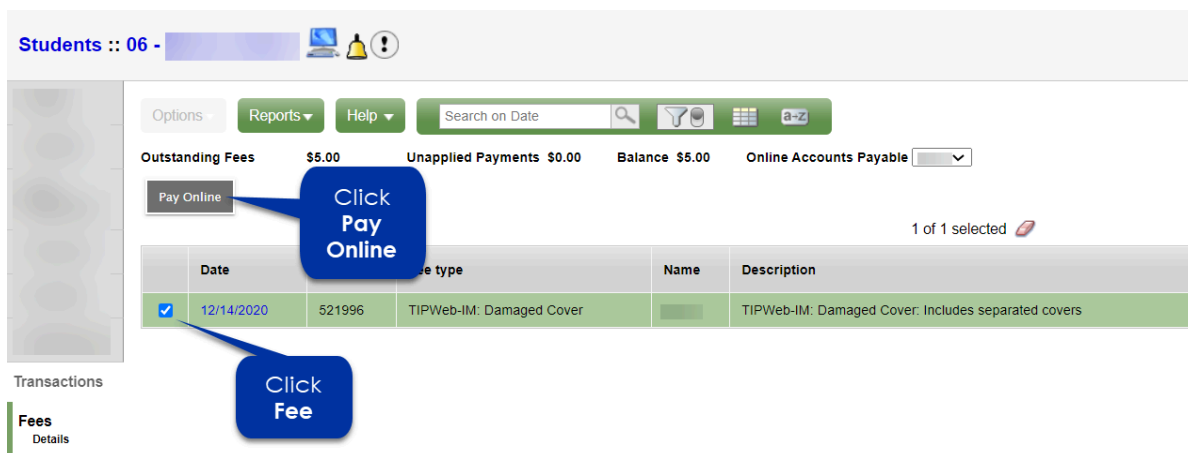
1. Iniciar sesión en [Aspen Portal para padres](#) Cuenta
2. Haz clic en el **Honorarios** pestaña lateral



3. Seleccione un estudiante del menú desplegable.
4. Seleccione el específico **Honorarios** que usted realizará el pago.

CONSEJO Los pagos con tarjeta de crédito y cheque electrónico solo se pueden realizar por el importe total de los artículos. El sistema no permite pagos parciales mediante pago en línea.

5. Haga clic **Pagar en línea**



6. Haga clic **Realizar pago en línea**

7. Una vez que acceda al sitio de pago electrónico, haga clic en **Agregar método de pago**

The screenshot shows the 'Billing Contact Information' form. The form fields include: Name*, Address*, Street Address Continued, City*, Country*, State*, Postal Code*, Email*, and Mobile Phone*. A blue callout bubble points to the 'Enter Billing Information' button. Another blue callout bubble points to the 'Add Payment' button. A green button at the bottom says 'Next Step: Add Payment Method'. A 'Cancel Transaction' button is also visible.

8. Ingresar **Información de la tarjeta de crédito** o **Información sobre cheques electrónicos**
9. Haga clic **Revisar el pago**

The screenshot shows the 'Payment Information' form. The form title is 'Please select your Payment Method'. There are two main sections: 'Credit Card' (with logos for Visa, Mastercard, American Express, Discover, and UnionPay) and 'eCheck' (which is selected and highlighted with a red box). The 'eCheck' section includes fields for: Check Type (Personal), Account Type (Checking), Name on Check, Routing Number, Confirm Routing Number, Account Number, Confirm Account Number, Amount Due (\$ 5.00), and Payment (\$ 5.00). A blue callout bubble points to the 'Enter Bank Information' button. Another blue callout bubble points to the 'Review Payment' button. A green button at the bottom says 'Next Step: Review Payment'. A 'Back to Payment Information' button is also visible.

10. Haga clic **Realizar el pago**

Soporte del portal para padres

Si tiene algún problema al usar el Portal para Padres, incluyendo el pago de cuotas, comuníquese

directamente con la escuela de su hijo/a. Ellos podrán ayudarle a resolver cualquier inconveniente que pueda surgir.

