How to Pay Fees Online

A few things to know! VERY IMPORTANT!!

** There are no refunds once you pay! Make sure you are absolutely certain before you pay!!

**Fees to most schools can be paid here. Make sure you click the appropriate fee such as Library or Tech/Textbook. If another school does not have online payment available, it is your responsibility to contact that school to clear your account.

**In the upper left hand corner of the payment screen you can click on other schools. DO NOT PAY SBHS FOR FEES THAT YOU OWE TO OTHER SCHOOLS. THIS WILL NOT CLEAR YOUR ACCOUNT!

**Follow directions closely!!!

1.   Take a picture of this QR code or go to
     https://sites.google.com/bcswan.net/sbhs-media-center/online-payment-for-fees_1

2.   Click: Click Here to Pay All Fees   (at the bottom of the screen)

3.   You may have to create an account if you have not used this service before. Make sure to use the same username and password that you use for school. This will help you remember in the future.

4.   Once you have created an account and logged in, you will need to be very specific as to what you are paying. Click Library Fees for all library book fees. Click Textbooks for textbook fees, and technology for technology fees.

5.   In the description, make sure to type in an explanation of what you are paying for. For example, use the book's title if you are paying for a library book or type charger in the Technology box if you are paying for a charger. It is better to be overly descriptive than not enough!

6. Under the description box, type in the price of your fee. Then, click Add to Cart

7. If you have another type of fee that you need to pay, Click Continue Shopping and follow the directions above.

8. If you are done with listing your various fees, click Check Out. This site will add a small service fee.

9. You will now be able to continue paying your fees just as you would on any website.

10. The payment website will send Mrs. Woody an email, and she will be able to clear your account the next morning.