Learning Tree Payments: Kids Care Center & My School Bucks

Step 1: KCC - Navigate to Payment Screen
From Parent Portal Home click on the credit card icons or the Pay Online link.
Step 1: KCC - Enter Payment Amount
Enter Payment amount(s) in Parent Portal and click PAY NOW button

<table>
<thead>
<tr>
<th>School Year</th>
<th>Charge Type</th>
<th>Total Charges</th>
<th>Total Payments</th>
<th>Total Adj</th>
<th>Balance</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-2018</td>
<td>Enrollment Fees (Beard 2017-2018)</td>
<td>$30.00</td>
<td>$30.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>2017-2018</td>
<td>Tuition/Other Fees (Beard 2017-2018)</td>
<td>$78.00</td>
<td>$10.00</td>
<td>$0.00</td>
<td>($68.00)</td>
<td>68.00</td>
</tr>
<tr>
<td>Adams Hill</td>
<td>Enrollment Fees (Adams Hill 2017-2018)</td>
<td>$60.00</td>
<td>$60.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>2017-2018</td>
<td>Tuition/Other Fees (Adams Hill 2017-2018)</td>
<td>$640.00</td>
<td>$541.00</td>
<td>($50.00)</td>
<td>($140.00)</td>
<td>149.00</td>
</tr>
</tbody>
</table>

**Pre-Pay**

NOTE: Enter any additional pre-pay amounts you wish to pay to your account in addition to outstanding charges entered above. The Total Payment amount will be automatically calculated as the total of the payment amounts entered above and the pre-pay amounts entered below.

<table>
<thead>
<tr>
<th>School Year</th>
<th>Payment Type</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-2018</td>
<td>Post payment against my 2017-2018 Account Beard 2017-2018(Beard)</td>
<td></td>
</tr>
</tbody>
</table>

**Convenience Fee** (e-check=$1.75, credit card= 3.25%)

<table>
<thead>
<tr>
<th>Credit Card Fee =</th>
<th>Total Credit Payment =</th>
</tr>
</thead>
<tbody>
<tr>
<td>$7.05</td>
<td>$224.05</td>
</tr>
<tr>
<td>e-check Fee =</td>
<td>Total e-check Payment =</td>
</tr>
<tr>
<td>$1.75</td>
<td>$218.75</td>
</tr>
</tbody>
</table>

Pay Now  Cancel
Step 2: KCC - Review/Verify Payment Amount
Verify Payment Amount(s) and click **PAY NOW** button

![Payment Review](image)

**Convenience Fee** (e-check=$1.75, credit card= 3.25%)
Credit Card Fee
Credit Card TOTAL
e-check Fee
Total e-check Payment =

Step 3: KCC - Proceed to My School Bucks
After clicking the PAY NOW button, an alert will appear stating you are being transferred to My School Bucks site. Click OK

![Message from webpage](image)
Step 4: MSB - Select Login Option on My School Bucks
After clicking OK, you will be directed to the My School Bucks site to login or continue as a guest.

Login to continue

- Username: clcc_parent1
- Password: ********
- Remember Me

A user profile will allow us to remember your personal information so you don’t have to enter it every time. However, if you’d like to continue without an account, please click the button below.

CONTINUE AS GUEST

Forgot your username or password?
Don’t have an account? Sign up today!

Step 5: MSB - Choose Payment Method

Choose a payment method:

- E-CHECK
- VISA
- DISCOVER

Choose the payment method:

- Visa ending in 1111

Make this my primary billing account

Enter a new credit card

Subtotal: $217.00
Sales Tax: $0.00
Program Fee: $7.05
Total: $224.05

By clicking this button, you agree to our Terms of Service
Step 6: MSB – Review and Pay

![MSB screenshot]

Step 7: MSB – Processing

A processing message will appear and redirect you to KCC.

Step 8: Return to KCC

![Kids Care Center]

**PAYMENT ACCEPTED: THANK YOU FOR YOUR PAYMENT OF $224.05. PLEASE CLICK THE LINK BELOW TO RETURN TO THE PARENT PORTAL**

[Click Here to return to the Parent Portal Home Page]