



Computer & Tablet- Online Payment Instructions:

1. Go to our school's website- www.smcssa.org
2. Go to Parent Portal and in the drop down click Parent Resources
3. Click into Parents Web and log in.
4. On the Left of your screen click Family
5. Scroll down and on the right bottom of your page will be Family Billing.
6. Click Pay Now button.
7. Add the amount into the box next to the current Fiscal Year and Click Pay now.
8. Follow the rest of the instruction to put your Banking or Credit Card information.
9. Once completed you will receive a conformation email.

Android & iPhone- Online Payment Instructions:

1. Log in your Parents Web.
2. Top left side click the 3 bars.
3. Scroll down and click Family.
4. Scroll down and on the bottom of the page is Family Billing.
5. Click Pay Now.
6. Add the amount into the box next to the current Fiscal Year and Click Pay now.
7. Follow the rest of the instruction to put your Banking or Credit Card information.
8. Once completed you will receive a conformation email.

If your payment has an error message, please try on Internet Explorer or Firefox website.

Please remember a NEGATIVE is a POSITIVE on Fact SIS.

Online Payment: American Express, MasterCard, or Discover Card.

Credit card payments are processed by Nelnet Business Solutions (NBS) operating under an agreement with your institution to process credit card payments. You will be charged an NBS service fee of 3.75% on your payment amount. This service fee, which varies by the payment amount, will appear as a separate transaction on your credit card statement. The Service Fee is non-refundable, even if the payment to which it relates is cancelled, refunded, credited or charged back. If your paying through your Checking account, there is a fee of \$0.85.

For any question please email or call Angela Favila at afavila@smcssa.org or (210)478-5088.