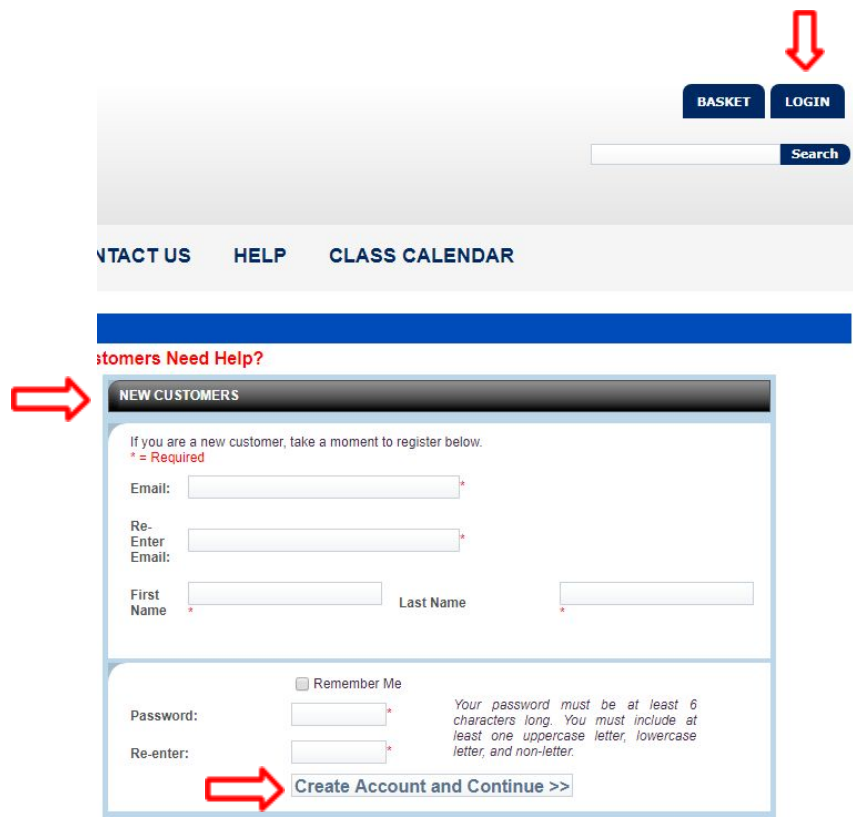# EduTrak Parent Instructions

Creating an Account

Go to the website by clicking here: PayOnlineNorthPenn

Click **LOGIN** and fill in the **NEW CUSTOMERS** section as seen below

Take note of the password instructions. Click **Create Account and Continue** to move forward.

When returning to the site you will use your email address and password.

Add Students FIRST

Click **Account**, then go to Account Settings and click **My Students** to add each of your students. Please have your invoice handy in order to complete this step.

Note - YOUR name will show as a student account. This is not an error.

Click **Add Student**

You will need your Student's ID number to complete this step. The ID # is printed on your invoice and is also your student's lunch number.

Click **Submit Student** when finished, **REPEAT** for each student.

Editing/Making Changes

YOU MUST ENTER YOUR CHILD AS A PARTICIPANT WITH HIS/HER DATE OF BIRTH BEFORE YOU CAN MAKE AN ONLINE PURCHASE.

🛒 **My Students**

First Name	Last Name	Date of Birth	Age	Gender	Relationship to Main Account Holder	Student Id	Fees Balance for Student
Mr	Tester				Other		

Add Student

Delete a student from My Students list by clicking

Confirm deletion by clicking OK

www.payonlinenorthpenn.org says:

Are you sure you want to delete this participant?

OK   Cancel

🛒 **Edit Student**

* = Required

Edit an entry by clicking

First Name:	Mr *
Last Name:	Tester *
Student Id:	If you are out of district, ID is assigned.
Date Of Birth:	📅
Gender:	-- Select Gender -- ▼
Relationship To Main Account Holder:	Other ▼

Cancel   Submit Student

Enter Each Student's Payment

Once all students have been entered, select the **Extended Care** department to pay your invoice.

Read the message before clicking **Add to Cart**.
*Your student's account will be verified by their Student ID number which is located on your invoice.

Enter the amount to be paid for a single student; click Add to Basket.
Repeat for each student. You will assign payments to each student's account at Checkout.

Click **CHECKOUT NOW** to begin the payment process.

Confirm your **Students** are receiving credit for payments assigned to each one. Once confirmed, click **CHECKOUT NOW**.

Checkout/Payment Process

Double check your **Order Contents** first. Click **Add Your Payment Method.**

Enter credit/debit card information. Click **Store Card on USAePay's Secure Servers**. You will have the option to delete the credit card from your account after payment has been submitted.

Final step - **Click to Pay and Complete Your Order**

Step 1: Click To Add Your Payment Method

Step 2: Click to Complete Your Order

Click to Pay and Complete Your Order

An email payment receipt from *noreplypayonline.org* will be sent immediately to the account holder..

Account Settings

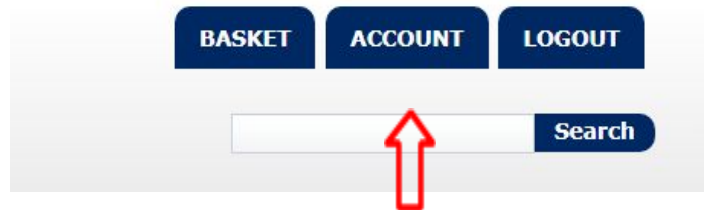View Account Settings by clicking **ACCOUNT** in the upper right corner of the screen.

BASKET   ACCOUNT   LOGOUT

Search

If you would like to delete your stored credit card this is done in **My Saved Payment Methods.**

Recent Orders

You have not placed any orders.

Account Settings

➡ Update Email Address or Password
➡ Manage Address Book
➡ My Students
➡ My Powerschool Fees
➡ My Fees
➡ My Recurring Orders
➡ Historic Transactions
➡ My Saved Payment Methods
➡ My Forms on File