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

Delete a student from My Students list by clicking

Confirm deletion by clicking OK

Edit an entry by clicking
**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

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.

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