

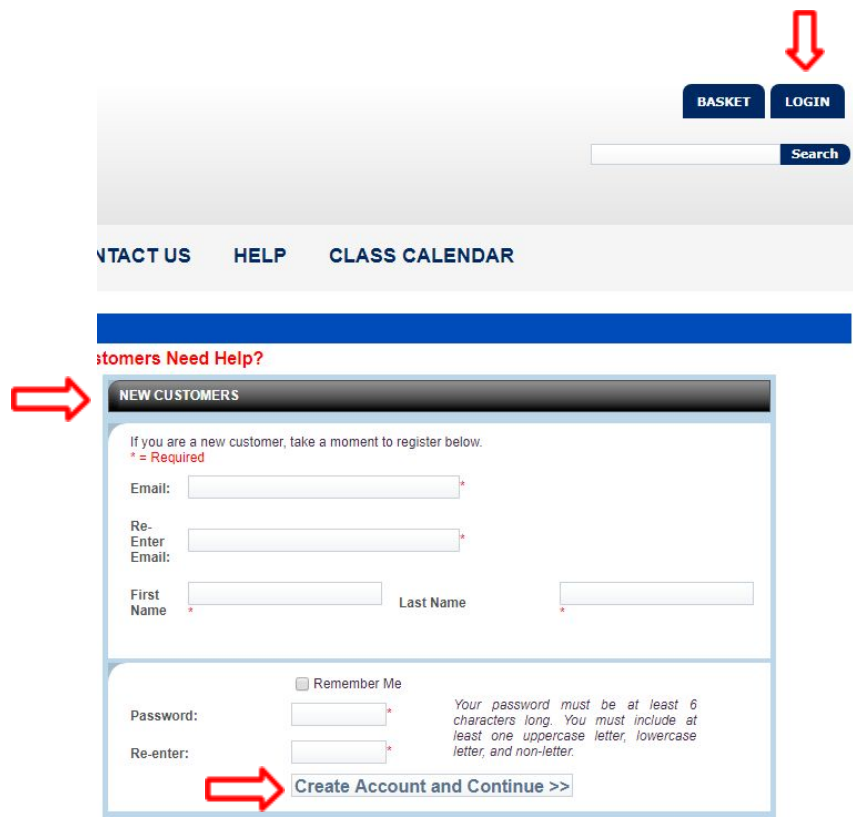
EduTrak Parent Instructions

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.

Account Sign In

Sign in to your account to access your order history, wishlist, and other personalized features. **New Customer**

RETURNING CUSTOMERS

If you have already registered with the North Penn School District EduTrak site, please sign in now.
* = Required

Email:

Remember Me

Password:

Sign In >>

If you are locked out or forgot your password, click here to reset

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.

North Penn School District
Dream Big. Achieve Greatness.

BASKET **ACCOUNT** **LOGOUT**

Search

HOME PRODUCT FINDER ADVANCED SEARCH CONTACT US HELP CLASS CALENDAR

Categories

- Technology
- Extended Care

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

Top Sellers

First-Time User - Chromebook
Accidental Damage Protection (ADP) Fee 17/18 School Year
SKU: CBN-17-18
Price: \$30.00

add to cart


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

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



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.


Add Student

* = Required

First Name: *

Last Name: *

Student Id:


Date Of Birth: 

Gender:

Relationship To Main Account Holder:

Information REQUIRED for Extended Care use.

- First Name
- Last Name
- Student ID

Cancel **Submit Student** 


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		



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?

Edit an entry by clicking



Edit Student

* = Required

First Name: *

Last Name: *

Student Id: If you are out of district, ID is assigned.

Date Of Birth:

Gender:

Relationship To Main Account Holder:

Enter Each Student's Payment

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







HOME PRODUCT FINDER ADVANCED SEARCH CONTACT US HELP CLASS CALENDAR

Categories

- Technology
- Extended Care**

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			 
Sammy	Tester				Other	123456	\$0.00	 
Susie	Tester				Other	123457	\$0.00	 

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.

Extended Care

Displaying items 1 - 1 of 1



Extended Care Invoice Payment
Welcome to Extended Care's new online credit card payment system.
Your student's account will be verified by their Student ID number which is located on your invoice. Click Add to Cart. Thank you.



Extended Care Invoice Payment

Description [more details](#)

Enter the amount to be paid for a single student; click **Add to Basket**.

Repeat for each student.

You must assign each payment to the correct student at "Checkout" in order to receive proper credit for your payments.

Please note - A 3.05% Convenience Fee is added during final checkout to cover credit card processing fees.



Item #: ECP-17-18

Enter Price: (\$3,000.00 maximum)

Quantity:

Add to Basket

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.

Extended Care Invoice Payment

Description [more details](#)

Enter the amount to be paid for a single student; click Add to Basket.
Repeat for each student.
 You must assign each payment to the correct student at "Checkout" in order to receive proper credit for your payments.

Item #: ECP-17-18
 Enter Price: 225.00 (\$3,000.00 maximum)
 Quantity: 1
 Add to Basket

Your Basket

Extended Care Invoice Payment
 Qty: 1 Update Delete
 Price: \$225.00

Extended Care Invoice Payment
 Qty: 1 Update Delete
 Price: \$325.00

Subtotal: \$550.00
 CHECKOUT NOW

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

My Basket

	Item	Student	SKU	Each	Qty	Price
Extended Care Invoice Payment Item Added on 11/6/2017 Delete		Tester, Sammy - 123456 ▼	ECP-17-18	325.00	1	\$325.00
		Tester, Sammy - 123456				
		Tester, Susie - 123457				
Extended Care Invoice Payment Item Added on 11/6/2017 Delete		Tester, Susie - 123457 ▼	ECP-17-18	225.00	1	\$225.00
		Add New Students				
Subtotal						\$550.00
(subtotal does not include tax or shipping)						

Keep Shopping Clear Basket Recalculate

Confirm your participant choice(s) before submitting. CHECKOUT NOW

Checkout/Payment Process

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

We make online payments convenient and secure! If you need any assistance with the online checkout process please give us a call during regular business hours.

2 Easy Steps and You're Done!

Credit Card
 Gift Certificate

Step 1: Click To Add Your Payment Method

Add Your Payment Method

Step 2: Click to Complete Your Order

Order Summary

Subtotal:	\$566.78
Total:	\$566.78





[Edit Order](#)

Coupon or Promotional Code

[Apply](#)

ORDER CONTENTS

SKU	Item	Student	Price	Qty	Total
ECP-17-18	Extended Care Invoice Payment	Tester, Sammy - 123456	\$325.00	1	\$325.00
ECP-17-18	Extended Care Invoice Payment	Tester, Susie - 123457	\$225.00	1	\$225.00
Transaction Fees	Additional Fees		\$16.78	1	\$16.78

   **SECURED BY** 

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.

Securely Hosted by USAePay



Card Number:

Card Expiration Date: MMY

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

Step 1: Click To Add Your Payment Method

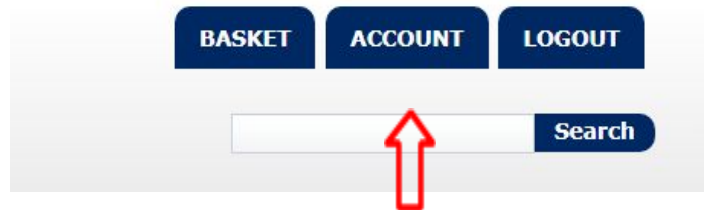
Step 2: Click to Complete Your Order



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**.

