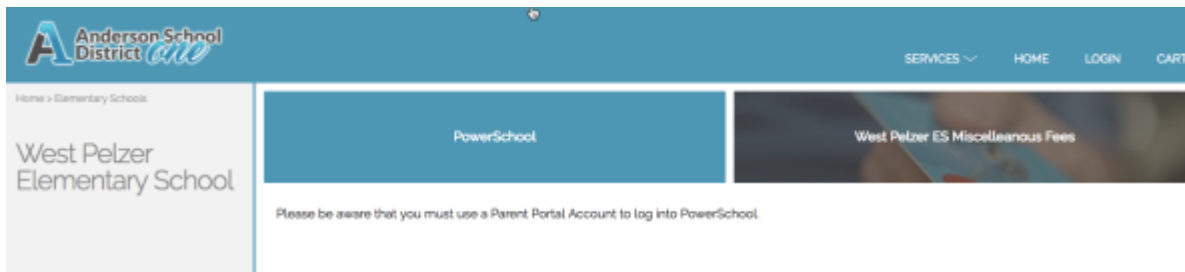# Directions to Pay Fees Using Anderson District One's Online Payment Option

1. Click on the link shown the front of our school's webpage to access the system.

2. Click on the **PowerSchool** box to begin.

3. You will be prompted to enter your Parent Portal credentials on the next screen. The name(s) of student(s) associated with the account will appear.
4. Select each required fee, such as iPad Protection Plan ($29) and Materials Fee ($12) and click on **Add Selected to Cart**. You can click on **View in Cart** to see a total of these fees.

For Optional Items:

5. Click **Home** at the top of the screen.
6. Choose the applicable school level (High School, Middle School or Elementary School), school and grade level for your student.
7. Select any optional items from the list that appears. If required, choose additional options (t-shirt size, etc) from the drop-down menu. Include the student's name and grade in the text box if prompted.
8. Click on **Add to Cart**.
9. Repeat this process as needed for each student in your household.
10. Click on **Cart** at the top of the screen at any time to view a running total of items you are purchasing.

Checkout:

11. Click on **Cart** at the top of the screen and select **Checkout**
12. If this is the first time you have used the online payment system, you will need to create a payment account just as you would for any online shopping site.
13. Complete the required information as prompted by the system to complete the checkout process.