

Instructions for Using the Optional “Online” Payment System

Detroit Lakes Public Schools

1. From the Detroit Lakes Public Schools Website (www.dlschools.net) click on the “Online Payments” button at the top of the screen.
2. Because this is your first time using the online payment system you will need to register as a new user. Double click on the “Register” option.
3. This will bring up a screen titled “Account Information”
 - a. “Create New User Name”: This will be the name you use to log into the payment system.
 - b. “Password”: This will be the password you use to log into the payment system.
 - c. “Retype Password”: Enter you password exactly as you entered above.
 - d. “First Name” and “Last Name”: Enter your first name and last name in the spaces provided.
 - e. “Home Email” or “Work Email”: Enter an email address where you would like communications sent; if none or not available enter NA.
 - f. “Phone Number”: Enter a phone number where you can be contacted.
4. Click on the “Continue” button.
5. This bring up another screen which gives you an option to create a “Family Number” The input box on the left should say Family Number and the box on the right is where you will enter the phone number that is in the District’s data base as your primary phone number. **The family number (phone number) should be entered in the box on the right in exactly the following format: (xxx) xxx-xxxx**
6. After entering the phone number click on “Add”.
7. **The phone number must be entered in the exact format as shown above. If the phone number you enter does not bring up the students in your family please contact the School Office where one of your children attend school.**
8. If the phone number brings up the students in your family click on the “Continue” button.
9. This will bring up a screen titled “Payment Information”. You now have to choose whether you would like to make online payments via payments from your checking account or payments from a credit card. You can choose to set up both types of payments and decide when you make a payment whether you want to make a payment from your checking account or a credit card payment.
10. To set up the option to make payments via a transfer from your checking account:
 - a. Click the round button (if not already marked) next to the box that has the account information.
 - b. Enter your “New Routing Number” in the space provided. This is your bank’s routing number. This is a nine digit number.

- c. Enter your “New Account Number” in the space provided. This is your checking account number.

11. To set up the option to make payments via credit card click on the circle next to the credit card instructions and then follow the directions as shown.
12. If you agree with the information on the page titled “Fee Notice” click on continue.
13. If you agree with the information on the page titled “Confirm” click on submit.
14. Registration is now complete. Click on the “Go To Login”.
15. This will return you to the login page where you need to use your user name and password to log into the payment system. After entering your “user name” and “password” click on the “login button”.
16. This will bring up the main menu where you can choose to:
 - a. Make “New Payments” or “Automatic Payments”
 - b. Review “Payment History”
 - c. Review and or change “Account Information”
17. Choose “New Payments” from the menu located on the left side of the screen
18. This will bring up a screen titled “Make a Payment”
19. Enter the amount and type of payments you want to make for each child. This is done by filling in an amount and clicking the names of each student for which you want to make a payment. **Because the Food Service is a “Family account” it is only necessary to put Food Service money into one of your children’s accounts.**
20. Click on the “Pay for Items” at the bottom of page when you are ready.
21. This will bring up a “Confirm your Choices” page.
22. Choose “I accept” or “I decline” and then click on “Submit”
23. If you want to make a change to your payment choices click on the “back” choice.
24. Print out a receipt of this transaction for your records.
25. Log out.

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