

Paying Fees via Lumen Parent Portal

After accessing your students account in the left column, under the fees section you will see the fees assessed for the student and their descriptions.

Click the '>' symbol on the end of the green banner to expand the listing. You will be able to make payments of the fees listed securely online via debit or credit card.

Fees for courses, activities, etc. are separate from those for the lunch program and need to be entered in the proper section. *Fees and Fines* are separate from *Lunch Info*.

Please note the examples below.

School Year: 2019-2020

Search...

Account Details

#	Order #	Item #	Item Description	Date	Amount	Order Type	Status	Paid	Refund
1	32734	00052	ALEKS	06/27/2019	\$35.00	Account	New		
2	32734	00003	Course Fee	06/27/2019	\$3.00	Account	New		
3	32734	00003	Course Fee	06/27/2019	\$3.00	Account	New		
4	32734	00003	Course Fee	06/27/2019	\$3.00	Account	New		
5	32734	00003	Course Fee	06/27/2019	\$3.00	Account	New		
6	32734	00003	Course Fee	06/27/2019	\$6.00	Account	New		
7	32734	00003	Course Fee	06/27/2019	\$6.00	Account	New		
8	32734	00003	Course Fee	06/27/2019	\$6.00	Account	New		
9	32734	00003	Course Fee	06/27/2019	\$6.00	Account	New		
10	32734	00003	Course Fee	06/27/2019	\$6.00	Account	New		
11	32734	00017	Lab Charge	06/27/2019	\$10.00	Account	New		
12	29973	00046	K-12 Technology Fee	06/06/2019	\$75.00	Account	New		

Balance: -\$162.00

Add Money by Credit Card

The total owed will be shown on the left as a balance (in red). For fees you may choose some or all fees, and, if necessary, make partial payments by clicking on the 'Add Money' button.

School Year: 2019-2020

Search...

Authorize.Net Credit Card Payments

Add money by Credit Card

Amount*: \$ 35

IMPORTANT: Please select products below before processing payment.

Process Payment Print Receipt

Account Details

Account Details

#	Order #	Item #	Item Description	Date	Amount	Order Type	Status	Paid	
1	032734	000052	ALEKS	06/27/2019	\$35.00	Account	New		<input checked="" type="checkbox"/>
2	032734	000003	Course Fee	06/27/2019	\$3.00	Account	New		<input type="checkbox"/>
3	032734	000003	Course Fee	06/27/2019	\$3.00	Account	New		<input type="checkbox"/>
4	032734	000003	Course Fee	06/27/2019	\$3.00	Account	New		<input type="checkbox"/>
5	032734	000003	Course Fee	06/27/2019	\$3.00	Account	New		<input type="checkbox"/>
6	032734	000003	Course Fee	06/27/2019	\$6.00	Account	New		<input type="checkbox"/>
7	032734	000003	Course Fee	06/27/2019	\$6.00	Account	New		<input type="checkbox"/>
8	032734	000003	Course Fee	06/27/2019	\$6.00	Account	New		<input type="checkbox"/>
9	032734	000003	Course Fee	06/27/2019	\$6.00	Account	New		<input type="checkbox"/>
10	032734	000003	Course Fee	06/27/2019	\$6.00	Account	New		<input type="checkbox"/>
11	032734	000017	Lab Charge	06/27/2019	\$10.00	Account	New		<input type="checkbox"/>
12	029973	000046	K-12 Technology Fee	06/06/2019	\$75.00	Account	New		<input type="checkbox"/>

Balance: -\$162.00

Add Money by Credit Card

Description Submitted

There is no information...

After you submit the payment the account balance(s) for the fees will be updated accordingly.

If you participated in the Liberty School 'Shop with Scrip' program, your registration credits will be listed, as in this example, and you should see 'partial payment' listed after selecting the fees and the lowered amount will be charged to you.

#	Order #	Item #	Item Description	Date	Amount	Order Type	Status
1	33075		Shop with Scrip Credit	07/12/2019	\$50.14	Balance Adjustment	Completed
2	32807	00015	Course Fee	06/27/2019	\$6.00	Account	New
3	32807	00009	Workbooks	06/27/2019	\$30.50	Account	New

With the Lumen Parent Portal, you have 24/7 access to view balances and make payments online. You may receive email and/or text reminders of the balances on the account.

A \$1 convenience fee will apply to each payment transaction. Currently there are no interest charges on fees not paid in full at the time of registration.

Paying for Lunch

You may also deposit funds into your student's lunch account in a similar manner. By going to the **Lunch Info** option, you will see the balance on the account (if there are funds remaining the amount will be shown - if a balance is owed it will be indicated in red). In this example the student has \$33.95 still available to spend on lunch.

Do not pay for any fees in this section - use it only to deposit money toward lunch accounts.

The screenshot shows the Lumen Parent Portal interface. On the left is a navigation menu with options: Classroom Activities / Assignments, Attendance Info, Discipline Summary, and Lunch Info (highlighted in green). Below the menu, there is a button 'Add Money by Credit Card' and a balance display 'Balance: \$33.95' with a refresh icon. Below that is a section 'Todays purchased items' with the text 'There is no information...'. On the right side, the 'Account Transactions' section is visible, showing a table with columns: #, Trans. ID#, Code, Amount, and Balance. The table currently contains the text 'There is no information...'. Below the table, there is a pagination control showing '1 of 1'.