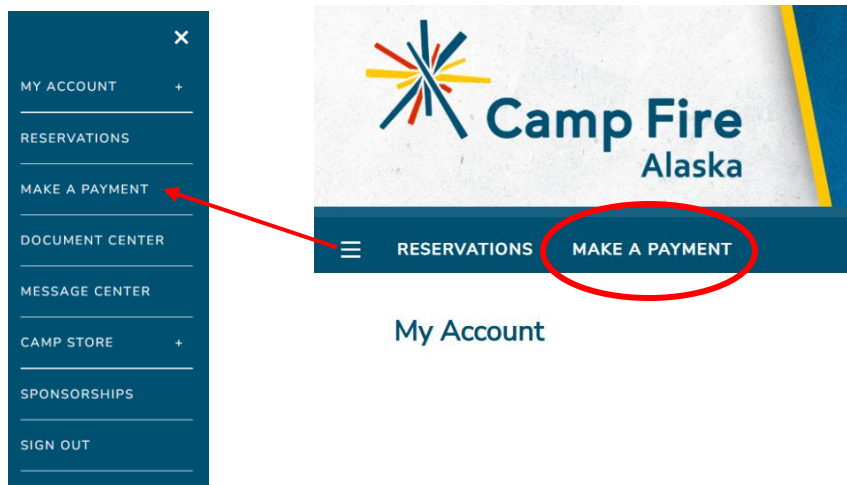


## How to Make a Payment

There are 3 ways to make a payment on your account.

1. Follow the steps below to make an ACH or credit card payment online now or on a future date.
2. Call the office at 907-279-3551 to establish a payment plan.
3. Mail in a check or hand deliver cash to 161 Klevin St., STE 100, Anchorage, AK 99508.

From the parent portal select **MAKE A PAYMENT** from the blue bar below the Camp Fire Alaska logo or by selecting the “hamburger” menu button to display the side menu bar.



From the *Select Payment Account* screen you will see the option to add banking information if you have not already done so.

Adding bank account information allows an e-check or ACH payment with a 1% surcharge as a convenience fee.

Credit card payments have a slightly higher surcharge at 2%.

This is also the screen where you can apply a sponsorship code or a gift certificate.

If your account information is already on file, it will be available above *Sponsorship Code* for you to select and then click the **USE SELECTED ACCOUNT** button.

A screenshot of the 'Select Payment Account' screen. At the top, a dark blue navigation bar contains the buttons 'RESERVATIONS' and 'MAKE A PAYMENT'. Below the navigation bar, the title 'Select Payment Account' is displayed. Underneath the title, there are two radio button options: 'Sponsorship Code' and 'Gift Certificate'. Below these options is a button labeled 'USE SELECTED ACCOUNT'. Further down, there are two buttons: 'ADD BANK ACCOUNT' and 'ADD CREDIT CARD'. Both of these buttons are circled in red.

From the *Make a Payment* screen, you can choose to make a payment now or in the future.

RESERVATIONS

MAKE A PAYMENT

### Make a Payment

Payment Amount

Account Balance: \$2,240.00

Payment Amount:

Timing: 

Make my payment now

Timing: 

Schedule for future

Payment Date:

The payment amount will default to the account balance. YOU CAN CHANGE THE PAYMENT AMOUNT to be any value you choose. If you select *Schedule for Future* a payment date box will appear for you to choose the date you want your payment to post.

In the Allocation section, you can decide how your payment will be applied. This is a helpful tool when you have multiple sessions/reservations. If you do not select anything, your payment will be applied to the oldest session/reservation or to any fees you have on the account. To select a session/reservation and **pay the full value**, just check the box next to the session/reservation. To **pay a partial value**, check the box and enter an amount on the right, next to the dollar sign (\$).

### Allocation

☒ Specify how this payment should be applied. (optional)

☐ 2024-2025 Homestead After School Care - February (02/01/2025-02/28/2025) \$

Be sure to select the **SUBMIT PAYMENT** button at the bottom of the screen to complete your payment.

Payment Method

Visa \*\*\*\* \* 3790 

Change

Surcharge:  \$44.80

Payment Amount: \$2,284.80

SUBMIT PAYMENT