Log into your rSchool account.



Click the Payment History Tab





This page will show you all the invoices and payments for your account. From here, click on the Make Payment button (select either one, they will take you to the same place).

FACILITIES	CALENDAR	NEW REQUEST	REQUEST HISTORY	PAYMENT HISTORY					
Facility	Payment	t History							
	2023-24 School All Make Payme	Year 🗸	✓ Set as default v	iewing period					
	Issue Date	Description		Permit	Permit Total	Invoice Total	Payment Type	Amount Paid	Amount Due
	3/17/2021	Test Booking - (CANCELLED 3	DO NOT APPROVE 3/17/2021)	2103-0221	\$ 234.00				\$ 0.00
	9/3/2022	Testing permit	t verbiage	2209-0138	\$ 19.50				\$ 0.00
	12/19/2022	Invoice #1720	7	2209-0138		\$ 19.50			\$ 19.50
	Make Payme	nt							

Under Select, click on the box(es) of the invoice(s) to pay and click Proceed to Payment.

Make Payment for Lisa Villarreal

Select	Activity	Inv#	Permit	Invoice Total	Discount Given	Amount Paid	Left to Pay	D	iscount	Amount Pay \$19.	
	Testing permit verbiage	17207	2209- 0138	\$ 19.50	\$ 0.00	\$ 0.00	\$ 19.50	\$	0.00	\$	19.
	Select/Unselect All				Now F	Paying This T	otal:	\$	0.00	\$ 19.5	

Close Proceed to Payment

If your credit card is on file, click on the drop down to select it or add a new card. Once you complete the information you can choose to save the info. When making future payments, you will be prompted to enter the 3-digit security code. Click submit and your payment will immediately process.



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First Name:*		
Last Name:*		
Phone:*		
Email:*		
Address 1:*		
Citv:*		
State:*		~
Zip:*		
I'm n	ot a robot	reCAPTCHA Privesy * Terma
'm not a robo pleas	et" checkbox doo se refresh your b Submit	es not appear he prowser.

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