





## Desert Heights Charter Schools 5821 W. Beverly Lane Glendale, AZ 85306

(602) 896-2900 www.dhschools.org

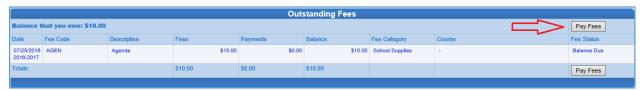
## Making Online Payments from ParentVUE

Parents can now make online payments from ParentVUE!! Prior to making payments, parents should keep the following in mind:

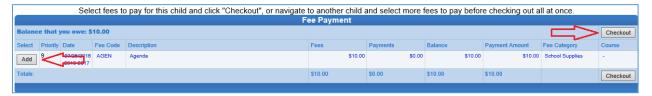
- Payments from ParentVUE can only be processed for fees that have been previously billed to the student's account.
- The browser version of ParentVUE must be used to make payments. The mobile app cannot be used for this purpose.
- Online payments can only be made using Visa, Mastercard and Discover cards.
- A minimum payment of \$1 is required and convenience fees will be applied for each online payment. All convenience fees will be paid for by the parent.

Complete the following steps to make online payments from ParentVUE.

- Access ParentVUE using a browser (Internet Explorer, Safari, Google Chrome, Firefox, etc.) => portal.dhschools.org
- Login to ParentVUE and navigate to the "Fees" area for the appropriate student.
- Click the "Pay Fees" button



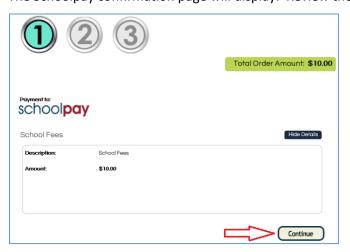
• Click the "Add" button to select the fees to pay and then click "Checkout".



Review the selected fee information and once confirmed click "Checkout" to finalize the payment.



The Schoolpay confirmation page will display. Review the information and click "Continue".

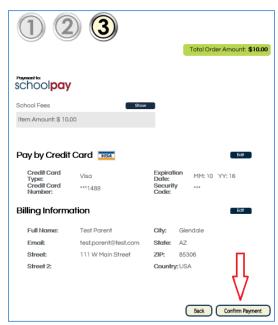


• Enter the requested billing information, click the "Pay by Credit Card" selection and enter the requested credit card details. Once complete, click "Continue".

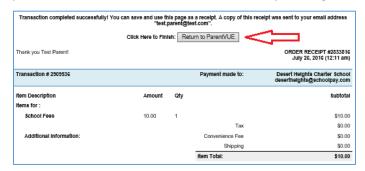
Note: Online payments can only be made using Visa, Mastercard and Discover cards. Also, please note that any applicable transaction fees will be applied and paid for by the parent.



• Confirm all payment details and click "Confirm Payment"



• An electronic receipt will display on the screen and will be sent to the parent via email. From this screen, if desired the parent can choose to return to ParentVUE by clicking the button.



If clicked the "Return to ParentVUE" button will take the parent back to the student's "Fees" page.

