

Instructions for Online Payment via NetClassroom

FACS is pleased to provide you with an online pay option via NetClassroom. This option is to pay amounts that appear on your Billing Statement (tuition, test fees, lab fees, graduation fees and sports fees paid to the Business Office).

- Sign into NetClassroom with your username and password as provided by the Jones Guidance Center
- Select the Billing tab at the top of the screen
- You will see **Statement** and **Bill Payment** - select **Bill Payment** (if you need your billing amount due, select statement first).

Below is the screen that you will see when you select Bill Payment.

If you do not see this screen that means the statement needs to be loaded. Please contact the Business Office for assistance.

Bill payment

* Required Field

*** Click to edit additional instructions for the top of the form. ***

Review the amount due on the statement.

Enter Payment Amount

Enter the amount due below. If you use the "Pay other billing statement amount" option, please list the charges you would like this payment to cover in the comment box.

Payment for: John Doe

Payment amount: Pay full billing statement amount due: **(This amount can be found on your billing statement)*

Pay other billing statement amount:



Which billing statement charges do you want this payment to cover? Please be detailed.

Select Payment Method

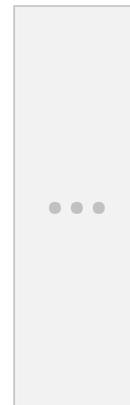
- Online Check
- Credit Card

Convenience Fee: \$0.00 (2.65%)

Payment total:\$0.00

*** Click to edit additional instructions for the bottom of the form. ***

(Please don't use the browser back button during the payment process.)



Please be detailed in the explanation of any charges you are paying in the ***Pay other billing statement amount*** option. We need this information to apply the payment to your account correctly. Reminder - this option is only for tuition or other fees that appear on your billing statement from the Business Office (not for field trips, class money or memberships).

Fill in the online form and select the ***Continue to payment*** button at the bottom of the screen.

If selecting **Online Check**, you will see the following:

Bill payment

Description:

Changing any information on this page, such as the billing address automatically listed below, will not change what is saved on your record. It is only used in the billing process. Once you click 'Pay now,' your payment will be submitted.

Amount:

\$50.00(USD)

Country:

Billing address:

City:

State:

ZIP:

Phone:

Email:

Name on account:

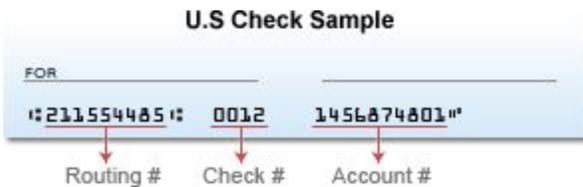
Routing number:

Account number:

Verify account number:

Account type:

Check number:



By entering my account number above and clicking Pay Now, I authorize my payment to be processed as an electronic funds transfer or draft drawn from my account. If the payment is returned unpaid, I authorize you or your service provider to collect the payment and my state's return item fee by electronic funds transfer(s) or draft(s) drawn from my account. If this payment is from a corporate account, I make these authorizations as an authorized corporate representative and agree that the entity will be bound by the NACHA operating rules

Cancel

Pay Now

The address on file should populate, please check the address to make sure it is the same as your billing address.

Fill out the online form and select the **Pay Now** button at the bottom of the screen. The check number field may be left blank.

If selecting **Credit Card**, you will see the following:

Bill payment

Description:

Changing any information on this page, such as the billing address automatically listed below, will not change what is saved on your record. It is only used in the billing process. Once you click 'Pay now,' your payment will be submitted.

Amount:

\$50.00(USD)

Country:

Billing address:

City:

State:

ZIP:

Phone:

Email:

Cardholder's Name:

Card Type:

Credit Card Number:

Card Security Code:

[What is this?](#)

Expiry:

 /

Cancel

Pay Now

The address on file should populate, please check the address to make sure it is the same as your billing address.

Fill out the online form and select the **Pay Now** button at the bottom of the screen.

You will know your payment has been processed when you see this screen:



Bill payment

Thank you for your payment!

You will receive an email receipt soon at jdoe@gmail.com.

Confirmation Number: 52126

Name on Card / Account: Jane Doe

Payment Date: 7/24/2015

Payment Total: \$50.00

Payment Method: Online check or Credit Card

You will receive a receipt for your payment in email.

You have successfully made your online payment!

REMINDER - All insufficient funds will be charged a \$30 fee.