

Smart Tuition - shopping cart item instructions (for lunch vouchers, field trips, athletic fees, etc)

- 1) Log on to your Smart Tuition account. www.parent.smarttuition.com
- 2) Make sure you are in the current school year 2019/2020.
- 3) Select the purchase optional items tab from the top.
- 4) Enter your students name, hit GO.
- 5) Optional items available are uniquely listed for your student.
- 6) Choose the desired item, choose quantity.
- 7) Notice the total amount below.
- 8) Save.
- 9) Consent to the agreement (this is a description of the shopping cart items you have purchased).
- 10) Next is the payment page. All shopping cart items are pay now items. They cannot be added to your Smart invoice.
- 11) You may choose an existing saved payment method or add a new one. (Remember convenience fees are added to credit card or debit card transactions.)
- 12) Click continue to complete transaction.
- 13) You can choose to print a receipt. This is the only opportunity to print the receipt.
- 14) You will have access to view payments made on your Smart Tuition account .