



## How to Make a Payment

1 Login to FastDirect Communications.

2 Click the Finance Icon found in the top navigation bar as shown below:



3 Click Your Wallet and then click Add a new credit card or debit card or Add a new bank account as shown below. You can add payment methods in this section.

ransaction History	Your Wallet
Your Wallet	Add a New Credit or Debit Card
ht aument	Add a New Bank Account

4 Click Make a Payment, complete the form, click Calculate Fees and Total (as shown below), and then click Submit Payment.

Finance					
Transaction History	Make a Payment				
Your Wallet	Pay From:	Bank Account1111 PNC Bank	- Add/E	dit Card or Bank	
Make a Payment	Name	Balance	Pay in full	Amount	
Tax	Lunch * +	-\$100,042.45		\$	
Security	Registration 19	-20 * + \$0.00		\$	
	Calculate Fees	and Total			
	(h				

5 The system will confirm that your payment was processed by displaying a receipt on the same screen (**Make a Payment** screen). The system will also update your account balance and send a copy of the receipt via FDmail.



We have an App for Parents! Find us in the Apple Store or Google Play.



