



## 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.

Transaction History	Your Wallet
Your Wallet	Add a New Credit or Debit Card
h h avment	

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

Finance							
Transaction History	Action History Make a Payment						
Your Wallet	Pay From:	Bank Account11	11 PNC Bank	- Add/E	dit Card or Bank		
Make a Payment	Name		Balance	Pay in full	Amount		
Tax	Lunch * +	-\$10	0,042.45		\$		
Security	Registration 19	9-20 * +	\$0.00		\$		
	Calculate Fees	s and Total					
	h	y					

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.



