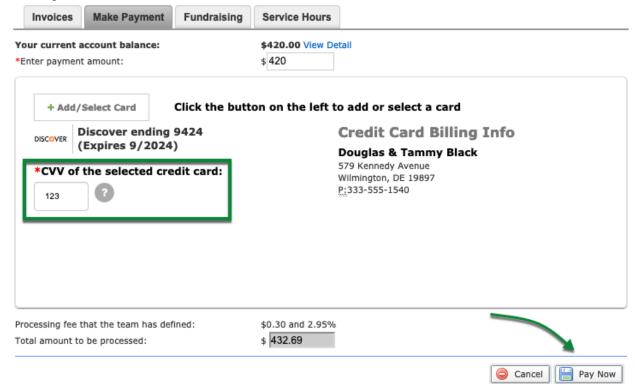
## **Parents: How to Make On-Demand Payments**

You can make a payment any time you like on your organization's TU website.

- 1. Go to Invoices & Payments.
  - a. Chameleon users: In the side menu click **My Account > \$ My Invoice/Payment**.
  - b. New CMS users: In the side menu click My Account > Invoices & Payments.
- 2. Click the Make Payment tab.
- 3. By default, your full account balance will appear in the *Enter payment amount* field; change it if desired.
- 4. If you do not have a credit card on file, click **Add New Card**, fill in the data (you may click **Copy From Account Info** to speed the process) and click **Next**.
- 5. Otherwise click **Use this card** by the credit card you wish to use.
- 6. Enter your credit card's CVV code.



7. Click **Pay Now** and **OK** to confirm.