

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.

The screenshot displays the 'Make Payment' tab in a web application. At the top, there are four tabs: 'Invoices', 'Make Payment' (selected), 'Fundraising', and 'Service Hours'. Below the tabs, the 'Your current account balance' is shown as \$420.00 with a 'View Detail' link. The 'Enter payment amount' field is set to \$420. A large box contains the card selection area with a '+ Add/Select Card' button and a message to 'Click the button on the left to add or select a card'. A Discover card ending in 9424, expiring 9/2024, is listed. To the right, 'Credit Card Billing Info' for Douglas & Tammy Black is shown, including their address and phone number. A green box highlights the CVV field, which contains '123' and a question mark icon. Below the card information, the processing fee is \$0.30 and 2.95%, and the total amount to be processed is \$432.69. At the bottom right, there are 'Cancel' and 'Pay Now' buttons. A green arrow points from the 'Pay Now' button towards the bottom right corner of the page.

Invoices **Make Payment** Fundraising Service Hours

Your current account balance: **\$420.00** [View Detail](#)

*Enter payment amount: \$

+ Add/Select Card

DISCOVER

Discover ending 9424
(Expires 9/2024)

*CVV of the selected credit card:

Click the button on the left to add or select a card

Credit Card Billing Info
Douglas & Tammy Black
579 Kennedy Avenue
Wilmington, DE 19897
P: 333-555-1540

Processing fee that the team has defined: \$0.30 and 2.95%

Total amount to be processed: \$

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