

Test a Parent Portal ePayment

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The best way to understand the payment flow is to log into a Portal yourself and do a test payment. This allows you to see things from your parents' perspective.

Follow these steps to create a testing Portal and make a payment:

1. Create your own family as a test family. Post a fee for \$1.00 to the family.
 2. Add a Billing Contact with a valid email address that is **your own**. You can enter your credit card information or bank account information under the Billing tab, or, you can wait and enter it in the Portal.
 3. Use the **Reset Portal Password** button on the *Contact* page to generate a temporary password. You can also use the **Reset Password** link on the Portal login page. Remember, you can access your portal from within your database BEFORE it is placed on your website by going to *Tools > Parent Portal*, then clicking the **Go to Parent Portal** link in the upper left corner.
 4. Log into your portal. If you did not add your credit card or bank account information in Jackrabbit go to the *Billing & Payments* option in the top menu to go to the *Account* page. Select **Saved Payment Methods**. Click the '+' button and enter **your own** credit card information.
 5. Back on the *Account* page click the green **Pay Now** button.
 6. On the *Make a Payment* page select the \$1.00 fee and click **Pay Now**. **Note:** *This will actually charge the credit card and send the payment through your gateway and to your merchant processor.*
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Make a Payment

Current Balance **1.00** Payment Amount **1.00** Payment Method Mom's Money


PAY NOW

OUTSTANDING FEES (1)

Select the fees you'd like to pay.


<input type="checkbox"/>	DATE	TYPE	DUE	PAYMENT AMOUNT
<input checked="" type="checkbox"/>	04/10/2018	Tuition Fee	1.00	1.00

- In the *Confirm Payment* window, click the green **Make Payment** button to complete the payment. A window will display the credit card's last 4 digits along with the amount paid and the confirmation #. Click **OK**.



PAYMENT POSTED 04/10/2018

✓ Thank You

 CREDIT CARD ENDING IN 8886

1.00 **123456**
AMOUNT CONFIRMATION #

OK

Back in your Jackrabbit database, on the *Transaction* tab of the family's record, you can see the approved payment.





Run the **Parent Portal Log** (Reports menu) with the word "approved" in the *Filter Text* field and it will provide you a list of all approved portal payments during the date range you specify.
