

# SRA Enrollsy Parent Portal Instructions

(The figures show the Parent Portal on a cell phone but it is similar on a computer)

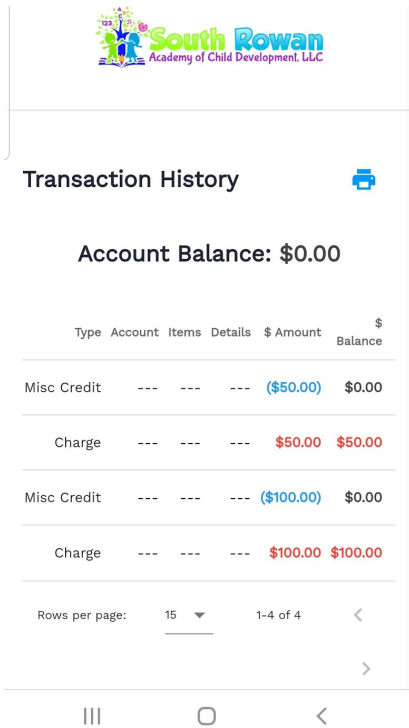


Figure 1

When you first login you will see the home page (figure 1).

Click "Pay Balance" to make a payment - it can be any amount (not just the balance shown)

Set up payment info by clicking on the "pencil icon" on "Payment Info on File."

Set up ACH (bank account) and/or credit card or debit card (Figure 2). NOTE: ACH is free; credit/debit cards are charged a 2% convenience fee.

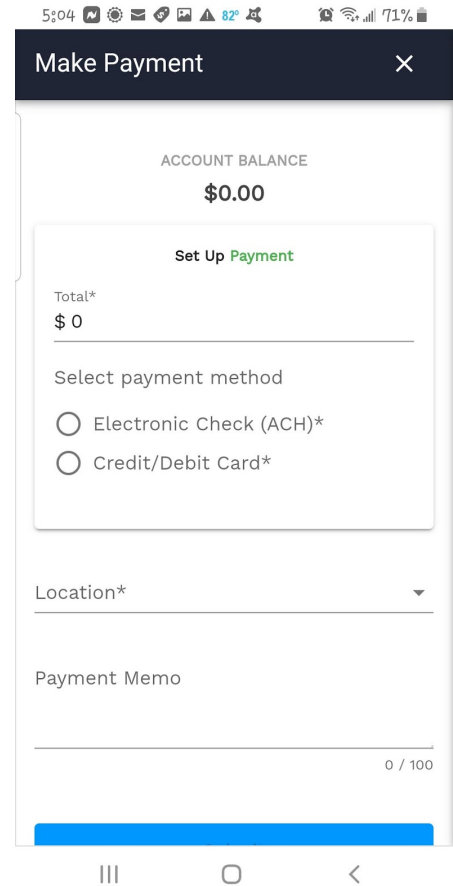


Figure 2

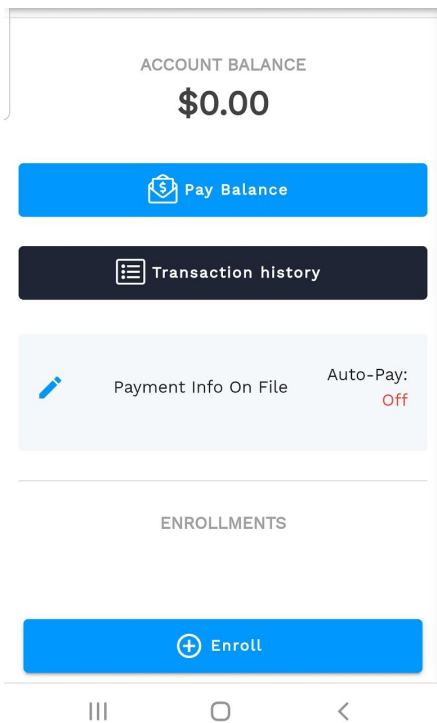


Figure 3

On the home page (figure 1), you will see "Transaction History." Click on this to see a history of your charges and payments.

You can also print a statement by clicking on the printer icon and putting in dates (figure 4).

You can print (or save as a pdf and emailing the document to yourself) a statement (shows specific charges and payments) or a summary of charges and payments (figure 5).

## Print Statement

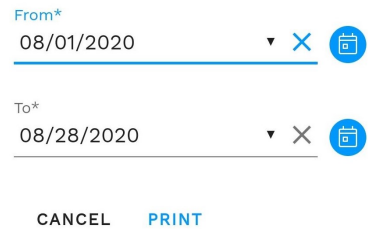


Figure 4

## Transaction History

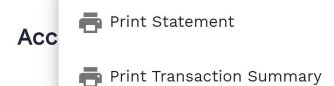


Figure 5