

VVSD Online School Fees



Online School Fee Payment Instructions

Follow the steps below to create an account with your family PIN number, then submit a credit/debit card payment for your child(ren)'s school fees.

Create User Profile

- 1.) Enter "www.vvsd.org/fees" into your web browser, then click "Pay Fees Now" button.
- 2.) Click the link next to "New Account?" to create a new account; or, if you already have created an account, enter login information.
- 3.) Enter the PIN number that is listed on your school fee letter.
- 4.) Enter a valid email address as your user ID.
- 5.) Enter and confirm your password.
- 6.) Select a challenge question and answer for security reasons, then press "Create Profile" button.
- 7.) After successfully creating an account, click "Login" button.

ACCOUNT LOGIN

Email Address:

Password:

[Forgot Password?](#)

LOGIN

New Account? [Click here to activate your account with a new PIN number.](#)

[Refund Policy](#) [Privacy Policy](#)

CREATE USER PROFILE

Pin Number:

PIN Number is the 7 digit number listed on fee letter

Email Address:

User ID must be a valid Email Address

Password:

Password must be a minimum of 6 chars and contain at least 1 number.

Confirm Password:

Re-Enter Password

Challenge Question:

Select a Question and provide an Answer. You will be prompted for this information if you forget your password and need to reset it.

Challenge Answer:

Create Profile

SUCCESS

ACCOUNT LOGIN

Email Address:

Password:

[Forgot Password?](#)

LOGIN

Billing Information

- 1.) Review fee amounts owed for all students in your family.
- 2.) In the "Amount to Pay" field for each student, enter the amount you wish to pay.

NOTE: "Total Amount to Pay" will automatically calculate at the bottom of the screen.
- 3.) Press "Pay Now" button.

STUDENT NAME	YEAR	FEE DESCRIPTION	\$ CHARGED	\$ PAID	\$ OWED
123456 - Student 1 Name	2013-2014	BOOK FEE	\$ 20.00	\$ 20.00	\$.00
	2013-2014	REGISTRATION	\$ 40.00	\$.00	\$ 40.00
STUDENT TOTAL DUE					\$ 40.00
					AMOUNT TO PAY \$ 20
123457 - Student 2 Name	2013-2014	BOOK FEE	\$ 20.00	\$ 20.00	\$.00
	2013-2014	REGISTRATION	\$ 40.00	\$.00	\$ 40.00
STUDENT TOTAL DUE					\$ 40.00
					AMOUNT TO PAY \$ 20
TOTAL AMOUNT DUE					\$ 80.00
					TOTAL AMOUNT TO PAY \$ 40

Submit Payment

- 1.) Enter Cardholder Name, Billing Address information, and email address.
- 2.) Enter payment method, including card number, expiration date and verification code on the back of the credit/debit card.
- 3.) Press "Next" button when ready to submit payment.
- 4.) Click "OK" button in the pop-up window to confirm payment.

Your online fee receipt will appear on screen.

- 5.) Click "Print" button to print an online fee receipt for your records.
- 6.) Click "Signout" button when finished.

STUDENT NAME	AMOUNT PAID
123456 - Student 1 Name	\$ 20.00
123457 - Student 2 Name	\$ 20.00
TOTAL AMOUNT PAID	\$ 40