



*How to:*

## Make a Payment Online

1. Go to your Web Store.
2. Click **My Account** on the left menu.
3. Log in to your account.



If you do not have an account or have forgotten your password, click **Email it to me!** link, enter your email address, and the web store will send you a computer-generated password. Once you log in using the computer-generated password, you can reset your password by selecting **Account Settings** from the My Account main menu.

4. The My Account Main Menu opens. Click **Parent Portal** to open the Parent Portal window.
5. Click the **Financial Info** tab at the top of the parent portal.

**Services**  
\*Web Store Home  
Contact Us  
FAQ  
**My Account**  
Password Reminder  
Policies  
Privacy Policy

**Please Login**  
Forgot your password? **Email it to me!**  
Enter your e-mail address:   
Enter your password:

**My Account**  
Main Menu:  

- Account Settings
- Order History
- Card Accounts
- **Parent Portal**

Name	Schedule	Gender	Email	Address	Home
Melissa Will			melissa@willwerks.com	5595 Forest Court SE	(952) 261-4602

[Add Family Member](#)

6. You will see the financial information including registrations with balances. Click the shopping basket at the end of the row to add that invoice to your Shopping Cart. Multiple invoices can be added to the Shopping Cart.

Student	Class	Balance Due	Card On File
Jack Cargo	12-13 3YD-1D 3 Year Olds	\$35.00	Visa: 1111 xx/xx

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7. Click **Goto Shopping Cart** at the top right of the window. The Shopping Cart window opens.
8. Click **Go to Checkout**.
9. Enter payment information and click **Verify My Info**.
10. Click **Complete Order**. Payment will be processed and your receipt can be viewed and printed.