



## E-Pay: Electronic Payment System for Registration Fees

You have the option to make fee payments with credit card or eCheck through **E-Pay**. Good news - E-Pay now accepts VISA and e-checks! A service fee equal to a percentage of the total transaction is charged by E-Pay (not Center Cass) for credit card payments (minimum credit card fee is \$1.00); the fee for e-checks is \$0.50 per transaction.

### Information about E-Pay:

E-Pay is a safe and secure electronic payment program that allows you to pay bills 24 hours a day, seven days a week without leaving your home. The service is provided by the State Treasurer's Office to more than 650 local governments and state agencies in Illinois, including elected county officials, county treasurers, cities and villages, schools, libraries, parks and recreation facilities, sewage treatment districts, sanitation districts, community colleges, and universities.



### To use E-Pay:

- From the [ccsd66.org](http://ccsd66.org) home page, click on E-Pay (listed under Quick Links on bottom left side of screen)
- Choose either One-Time Payment or Login (if you create an account it will save your demographic information, payment method, and previous payments)
- In the Student Information area, complete all the required fields, indicated with a red asterisk \*
- Scroll down to select the correct school for your student and choose Registration Fee from the drop down menu to pay the required fees. To add payment for yearbook and or printed directory, click on the plus sign next to the Select a Fee box to "Add another" Another box will open up to select those fees. If you'd like to make a donation to PTO or Team 66, you can click on those sections, indicate an amount to donate. When done choosing the fees for your first student, click on Add to Cart to add all sections at one time. Your shopping cart will show at the top right section of the screen and will total all amounts added. - - Note: if you are adding payment for another student, be sure to update the student information at the top of the screen. When entering your final student's payment, click on Add and Checkout to proceed.
- Fill in email; then click on Next Step to Add Payment Method
- Click on Payment Information to complete transaction. Choose Credit Card or scroll down to select eCheck. Fill in required information for payment method chosen.
- Click on Next Step to Review Payment. Review information and click on the box to agree to Payment Terms of Service.
- Click on the Make Payment box
- The next screen will show your receipt. Print this page if you'd like to keep a copy for your records.

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