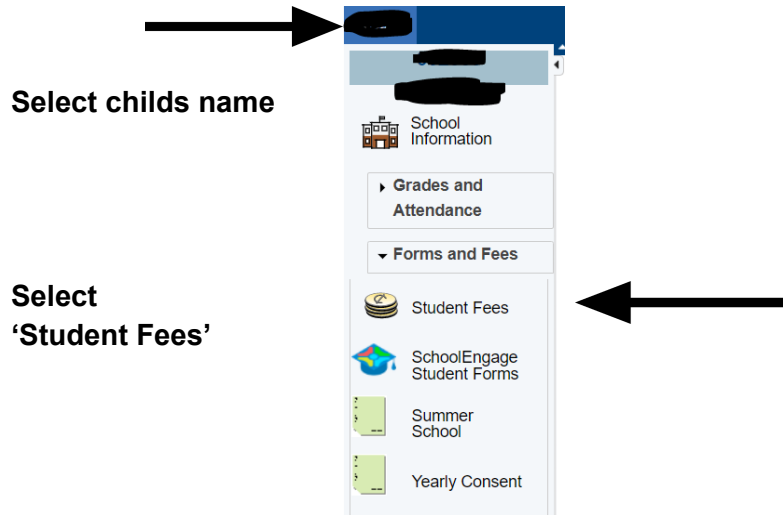


Instructions on Purchasing/Paying through PowerSchool

1. Go to: <https://eics.powerschool.com/>
2. Log in to PowerSchool using your username and password - If you are unsure of your username or password please contact the school secretary at (780) 998-7777.
3. Select the child's name, in the top blue menu bar, that you would like to order hot lunch for and then select '**Forms and Fees**' on the left hand column, choose '**Student Fees**' on the drop down menu. See image below:



4. Once in the student fee portal, select the **order form** from the available forms at the **bottom** of your screen.



5. Once the form is complete, select 'Add to cart', you will be directed to make a payment for your order. You do have the option make a partial payment

Total Amount
[Redacted]

Payment Options
If you are unable to make a full payment at this time, you can make a partial payment or join a payment plan.

[Partial Payment](#)

Payment Method

No Saved Cards on Profile
[Manage Saved Cards](#)

Credit Card
VISA VISA American Express

INTERAC[®] Online
Interac Online

Pay by Credit Card

Cardholder Name

Credit Card Number

Expiration Date
01 (Jan) / 202

CVD (# on back of card)

Payment Amount: [Redacted]

[Cancel](#) [Submit Payment](#)

6. If you have multiple students, you will need to select each student (from the top blue menu bar) and fill out a form and pay for each student's order individually.
7. If you have not received a receipt, your order has not been completed/paid for and the item(s) will not be ordered