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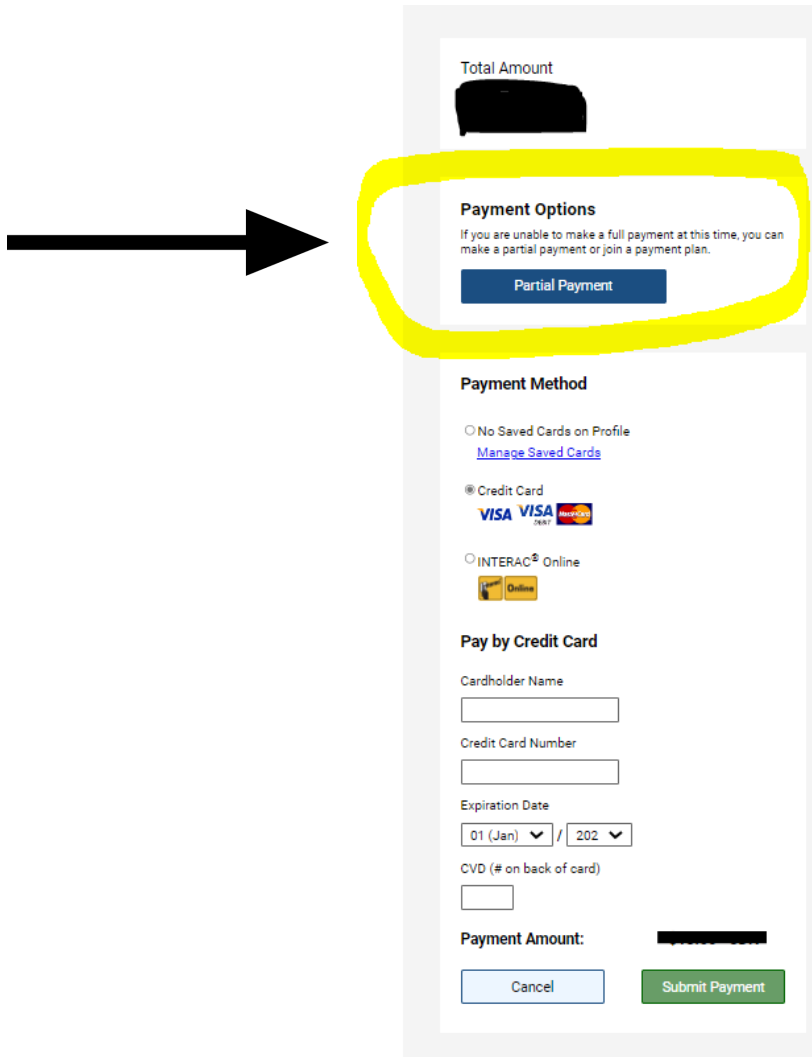
1.  Go to:  https://eics.powerschool.com/
2.  Log in to PowerSchool using your username and password - If you are unsure of your username or password please contact the school secretary at (780) 998-7777.
3.  Select the child's name, in the top blue menu bar, and then select **'Forms and Fees'** on the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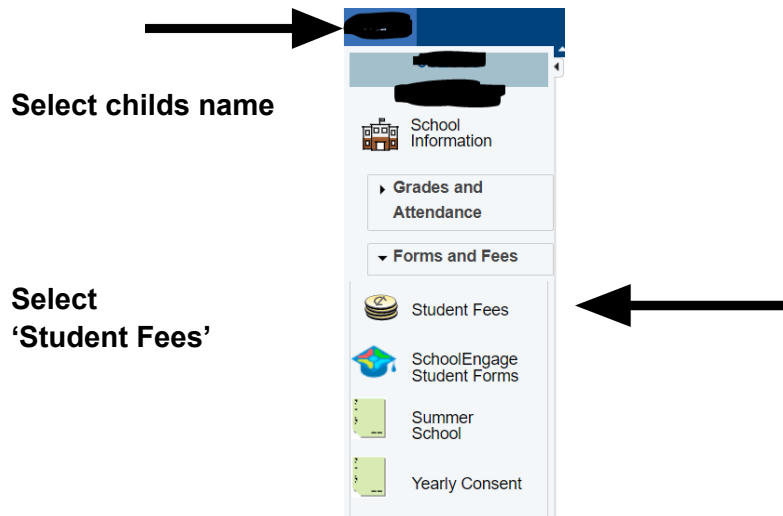


4.  Once in the student fee portal, select the **order form** from the available forms at the **bottom of your screen.**  After an order form has closed, you will no longer see it here.



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

**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 MasterCard

○ INTERAC® Online
Online

**Pay by Credit Card**

Cardholder Name

Credit Card Number

Expiration Date
01 (Jan) ▼ / 202 ▼

CVD (# on back of card)

**Payment Amount:**

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.  <u>If you have not received a receipt, your order has not been completed/paid for and the item(s) will not be ordered.</u>