

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