

## PWCS School Fee Payments Just Got Easier!

PWCS is excited to announce our new online payment system! In an effort to reduce time, money and paper waste, parents can pay their children's school fees through a secure online website that is accessed through the following website:

<https://www.studentquickpay.com/pwcs>

If you are a parent who has multiple children at multiple schools, they will all appear together under your online payment parent account. With a few simple mouse clicks, parents can view assessed fees, any outstanding balances, and pay for all of their children in a single transaction. Payments can be made by **Visa, Visa Debit, MasterCard, and MasterCard Debit.**

- For inquiries about account setup and using the system, please email: [creditcard@pwcs.edu](mailto:creditcard@pwcs.edu)
- For general information about fees, please contact your child's school.

As a PWCS parent, you have the option to pay a number of mandatory and elective school fees online. Our fee management and online payment system is an easy and secure way to pay school fees from the comfort of your home or office.

### **The PWCS online payment system allows you to pay for:**

- Tuition
- Transcript Requests
- Instrument Rental
- Driver Education – Behind the Wheel
- Summer School Programs
- Activity Fees
- Library Fines
- Field Trip Fees
- And many more!

### **You can use the PWCS online payment system to:**

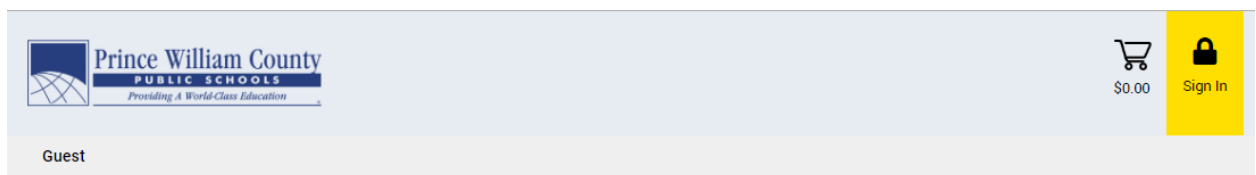
- Pay selected school fees
- Make fee payments for all students in your family at one time
- View your payment history
- View and complete online forms
- View all your upcoming fee payments in one place
- Print payment receipts
- Print Student Account Statements

### Advantages to using the PWCS online payment system:

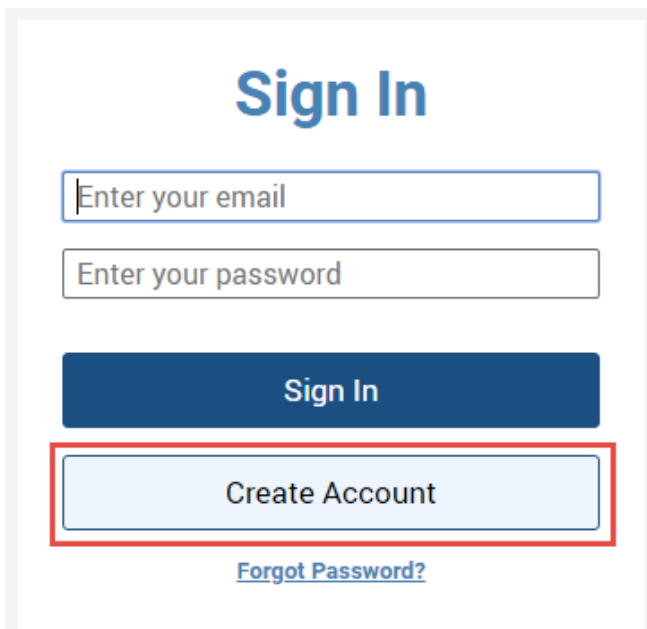
- Accepts credit card or debit card
- Provides a convenient and secure transaction
- Available 24 hours a day
- Convenience of paying multiple fees in one place
- Accessible from anywhere there is an Internet connection
- Saves school office staff the time of manually keying payments into accounting and student fee information systems
- Streamlines fee management and collection processes for parents and the district
- Provides better fee reporting at the school and district level

### How do I create a parent account?

- On the website homepage, click on the yellow **Sign In** icon.



- When the Sign In window pops up, click on the **Create Account** button.





### Create Account

- Sign-up with your **First Name**, **Last Name** and **E-mail**.
- Choose a **Password** and Confirm your Password.

### Create Account

First Name

Last Name

E-Mail

Confirm E-Mail

Password

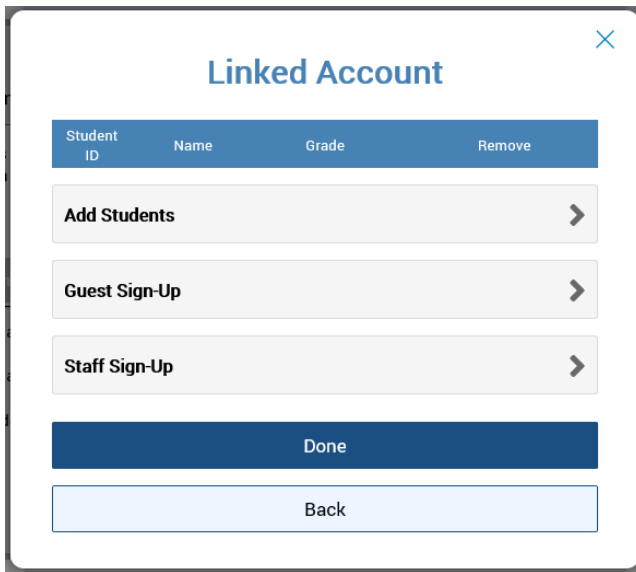
Confirm Password

By using this site, you agree to the [Privacy Policy](#) and [Terms of Service](#).

- Click on the **Next** button.

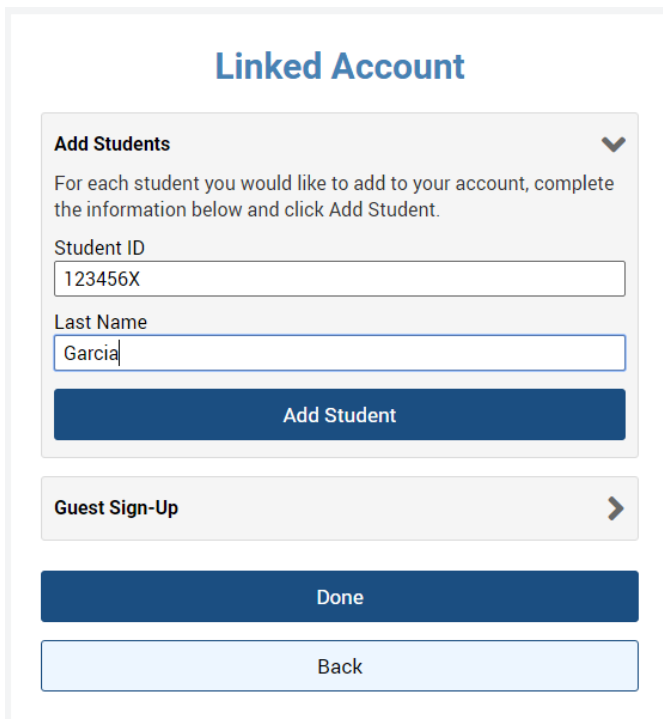
## Add Students to your Account

- Click on the **Add Students** button



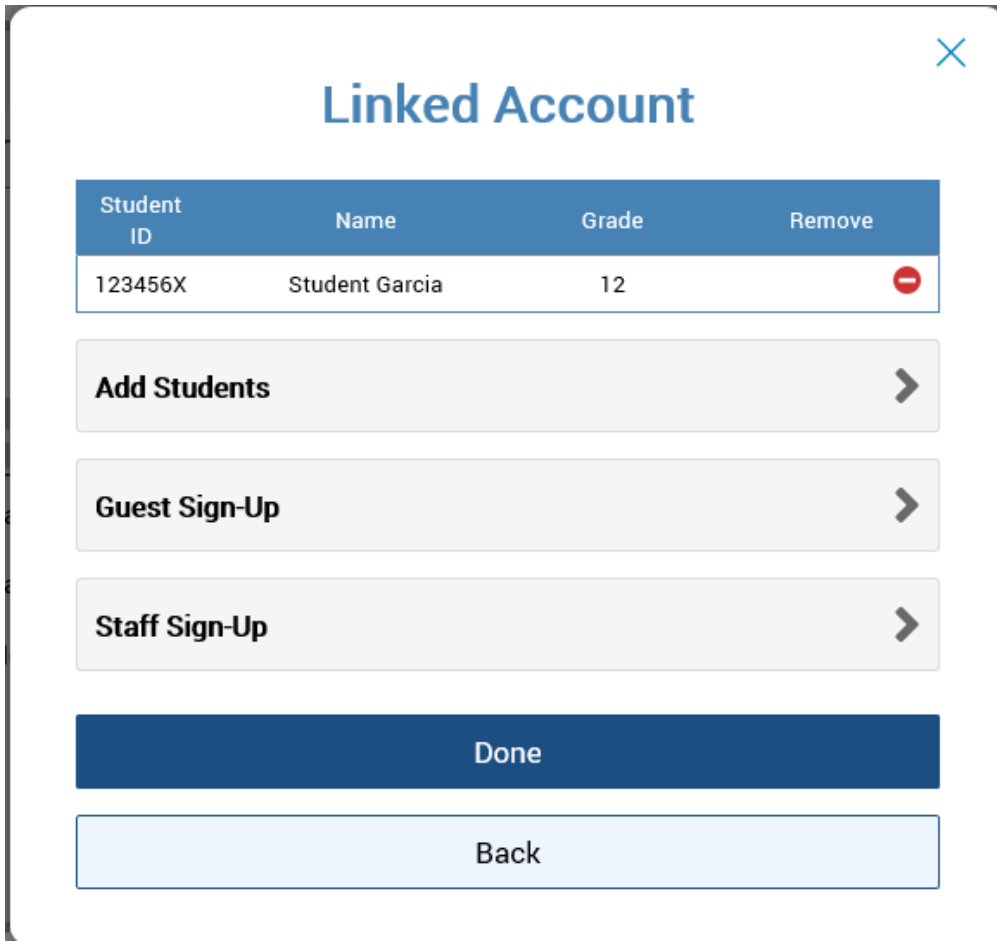
The screenshot shows a 'Linked Account' window with a close button (X) in the top right corner. Below the title, there is a table with columns: Student ID, Name, Grade, and Remove. Below the table are three buttons: 'Add Students', 'Guest Sign-Up', and 'Staff Sign-Up', each with a right-pointing arrow. At the bottom are two buttons: 'Done' (dark blue) and 'Back' (light blue).

- To add students to your parent account, will need your children's **Student ID** number and **Last Name**.
- Click on the **Add Student** Button




The screenshot shows the 'Add Student' form within the 'Linked Account' window. The 'Add Students' button is expanded, showing instructions: 'For each student you would like to add to your account, complete the information below and click Add Student.' Below the instructions are two input fields: 'Student ID' with the value '123456X' and 'Last Name' with the value 'Garcia'. Below the input fields is an 'Add Student' button. At the bottom of the window are 'Done' and 'Back' buttons.

- The student should appear under the Linked Account window if they have successfully been added to your account.



**Linked Account**

Student ID	Name	Grade	Remove
123456X	Student Garcia	12	

**Add Students** >

**Guest Sign-Up** >

**Staff Sign-Up** >

**Done**

**Back**

- If you have more children to add to your account, click on the **Add Students** button again and repeat the above steps.
- If you are a staff member, click on the **Staff Sign-Up** button and **Create a Staff Account**. This will give you visibility to any staff forms available.
- I also recommend completing the **Guest Sign-Up** as there will be items here available to the general public such as tickets to the Hylton Planetarium.
- If you do not have more children to add to your account, click on the **Done** button.

## Summary Page

If you have more than one student attached to your parent account, you will be brought to the Summary landing page, where you can see all of the children attached to your account. Click on an individual student tab to view their fees, complete online forms, and make an online payment.


[Summary](#) [Student](#) [Child](#) [Alicia](#)



Welcome to Prince William County School's new Online Payment Portal! Please review your students below and when ready, click on an individual student tab to review their fees and complete online forms. When ready, click on the shopping cart icon in the top right-hand corner to check-out and make an online payment.

Student ID	Name	Grade	School	Due
Staff	Alicia Burdick		PWCS Staff	\$0.00
123789X	Child Garcia	10	Hylton High School	\$0.00
123456X	Student Garcia	12	Hylton High School	\$0.00

## Individual Student Account


If you only have one student attached to your parent account, you will immediately be brought to their individual student account, where you can view their fees and add optional items to your cart. When ready, you can click on the shopping cart icon in the top right-hand corner to check-out and make an online payment.



\$153.00 Menu

Summary
Student
Child




**Student Garcia**  
 123456X Grade: 12


Due Now
Future Charges
Paid
Completed Forms

2019/2020	Fee	Paid	All Adj	Due	In Cart
<b>Planetarium</b>					
Laser Fright Light (Family Friendly) - 10/26/19 @ 1:00 PM	\$10.00	-	-	\$10.00	✓
Laser Fright Light (Family Friendly) - 10/26/19 @ 1:00 PM	\$10.00	-	-	\$10.00	✓
Laser Fright Light (Family Friendly) - 10/26/19 @ 1:00 PM	\$10.00	-	-	\$10.00	✓
Laser Fright Light (Family Friendly) - 10/26/19 @ 1:00 PM	\$10.00	-	-	\$10.00	✓
Plush Pluto (with Charon)	\$28.00	-	-	\$28.00	✓
The Alien Who Stole Christmas - 12/21/19 @ 4:00 PM	\$10.00	-	-	\$10.00	✓
The Alien Who Stole Christmas - 12/21/19 @ 4:00 PM	\$10.00	-	-	\$10.00	✓
<b>Total:</b>	<b>\$88.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$88.00</b>	<b>\$88.00</b>

Planetarium



**Sesame Street: One World,  
One Sky**  
Saturday, July 27th



**Laser Spirit of America**  
Saturday, July 27th



# Prince William County

**PUBLIC SCHOOLS**

*Providing A World-Class Education*

## Make a Payment Online

When you are done reviewing your student(s) account balance, please click on the shopping cart icon in the top right-hand corner to check-out. Parents can make a single payment online that covers multiple children and unlimited fees and optional items at different schools across the district.



Total Amount  
**\$153.00**

### Payment Options

If you are unable to make a full payment at this time, you can make a partial payment.

[Partial Payment](#)

### Payment Method

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

Credit Card

### Pay by Credit Card

Cardholder Name

Credit Card Number

Expiration Date  
 /

CVD (# on back of card)

Payment Amount: **\$153.00 US**

[Cancel](#)

[Submit Payment](#)

### Student Garcia

2019/2020	Due	Pay
<b>Planetarium</b>		
Laser Fright Light (Family Friendly) - 10/26/19 @ 1:00 PM	\$10.00	\$10.00
Laser Fright Light (Family Friendly) - 10/26/19 @ 1:00 PM	\$10.00	\$10.00
Laser Fright Light (Family Friendly) - 10/26/19 @ 1:00 PM	\$10.00	\$10.00
Laser Fright Light (Family Friendly) - 10/26/19 @ 1:00 PM	\$10.00	\$10.00
Plush Pluto (with Charon)	\$28.00	\$28.00
The Alien Who Stole Christmas - 12/21/19 @ 4:00 PM	\$10.00	\$10.00
The Alien Who Stole Christmas - 12/21/19 @ 4:00 PM	\$10.00	\$10.00
<b>Total:</b>	<b>\$88.00</b>	<b>\$88.00</b>

### Child Garcia

2019/2020	Due	Pay
<b>Planetarium</b>		
Astronaut Ice Cream	\$5.00	\$5.00
Astronaut Ice Cream	\$5.00	\$5.00
Astronaut Strawberries	\$5.00	\$5.00
Dynamic Earth - 5/30/20 @ 4:00 PM	\$10.00	\$10.00
Dynamic Earth - 5/30/20 @ 4:00 PM	\$10.00	\$10.00
Dynamic Earth - 5/30/20 @ 4:00 PM	\$10.00	\$10.00
Pink Floyd: Dark Side of the Moon - 11/23/19 @ 5:30 PM	\$10.00	\$10.00
Pink Floyd: Dark Side of the Moon - 11/23/19 @ 5:30 PM	\$10.00	\$10.00
<b>Total:</b>	<b>\$65.00</b>	<b>\$65.00</b>