

Please read the following directions in their entirety. Some steps have changed from last year.

## **To pay your family's Instructional/Book Fees . . .**

Log into the main portion of Sycamore by [clicking here](#).

- Now select **My Accounting** on the left side of the page.
- Select **Summary**.
- Across the top of the page, please select **Payment Methods**. On the top, right corner of the page, please select the **blue box that reads Add Method**. You will now be able to input your:
  - Credit card information (2.25% convenience fee)

**OR**

- Checking account information to utilize FREE payment via eCheck.
- Once your payment information is complete, go back to the Summary tab (across the top of the page).
- There will now be a **green Payment** button that you may select.
- **In the drop-down box, please DO NOT SELECT A STUDENT**. This area needs to be **left blank**. Your entire family's expense has already been calculated; selecting your students individually will result in double billing.

Thank you so very much for completing this in a timely manner. Please let us know if you have any questions.

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