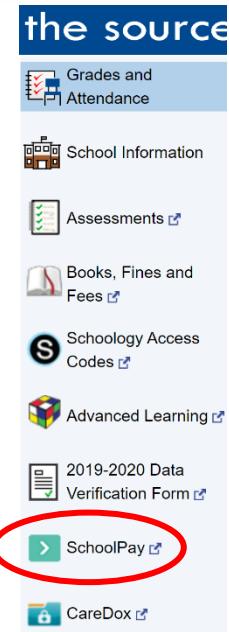


# Instructions for paying your Fall Connections Fee

All middle school students are asked to pay a \$10 fee to cover costs of the Fall Connection Days. Payment can be made online via SchoolPay or by check, payment to FOSB (Friends of Salmon Bay). To request a scholarship for this fee, please contact Jodi Russell, Volunteer Coordinator, or Darren Frink, Assistant Principal.

## To access SchoolPay:

1. Log into the Source, <https://ps.seattleschools.org/public/>
2. Click **SchoolPay** in the left menu bar (see Figure 1).



## To pay your Fall Connection Day fee:

1. You must navigate to FOSB's payment page. To do so, click **Payments** in the top menu bar.
2. Select **Nonprofit Groups** from the dropdown menu. See figure 2.
3. You'll see the Fall Connection Day fee listed.
4. Click **Add to Cart** next to the item to select that fee.
5. Follow the prompts to complete the checkout/ payment process.

Figure 1

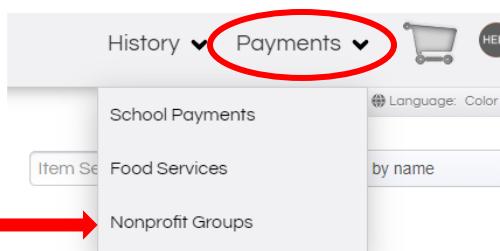


Figure 2