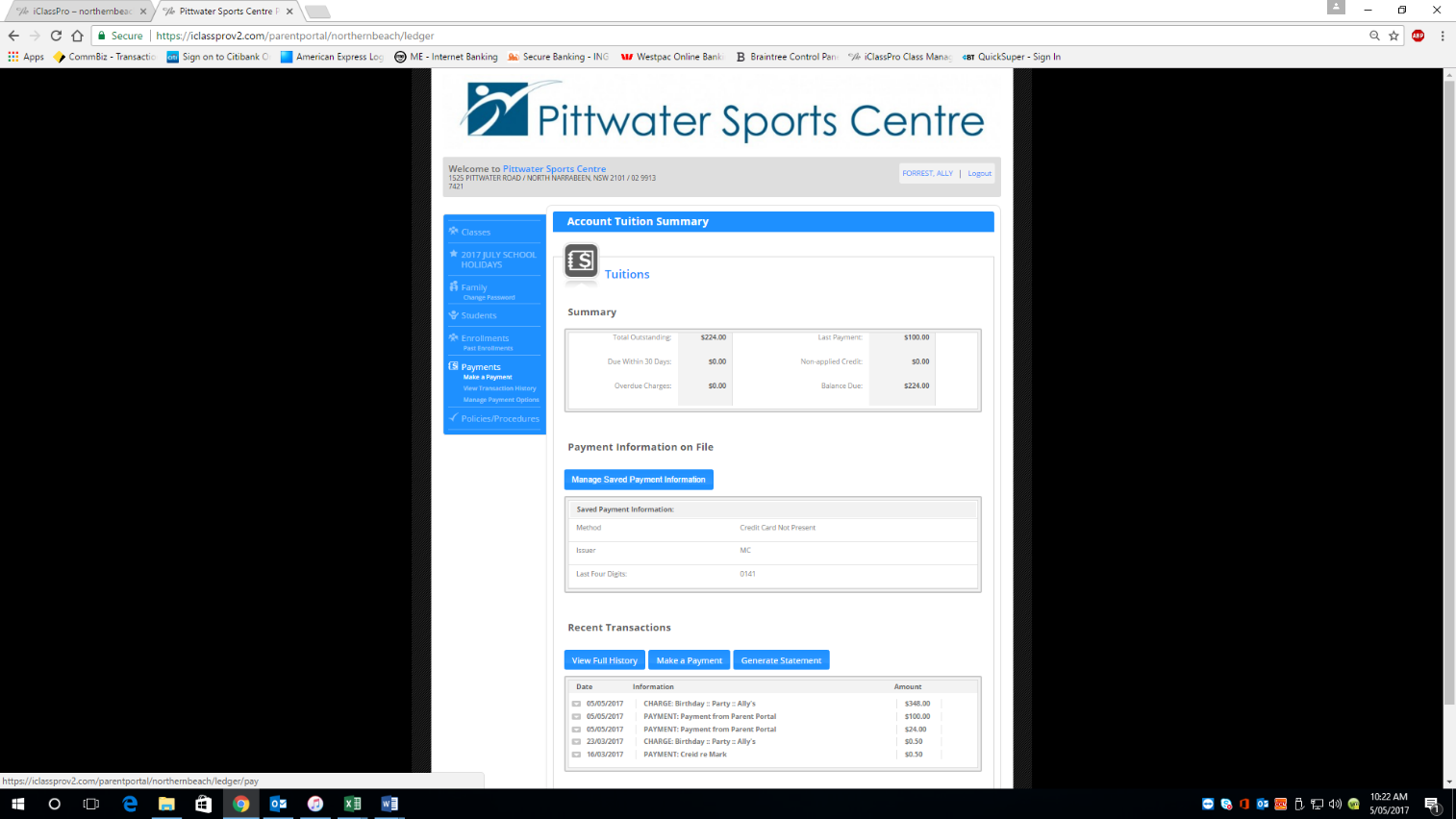
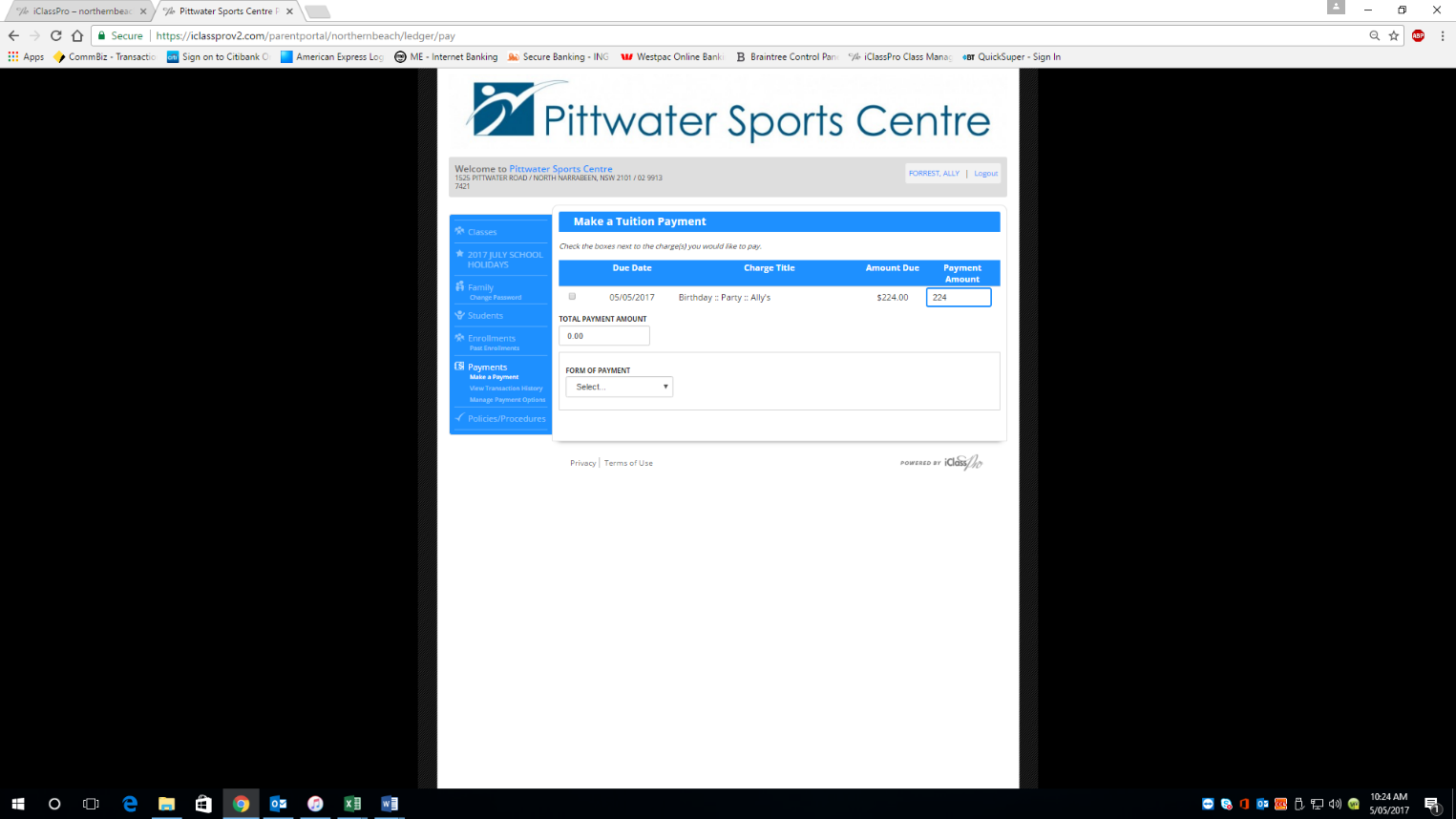
Instruction for making a partial payment in the parent portal

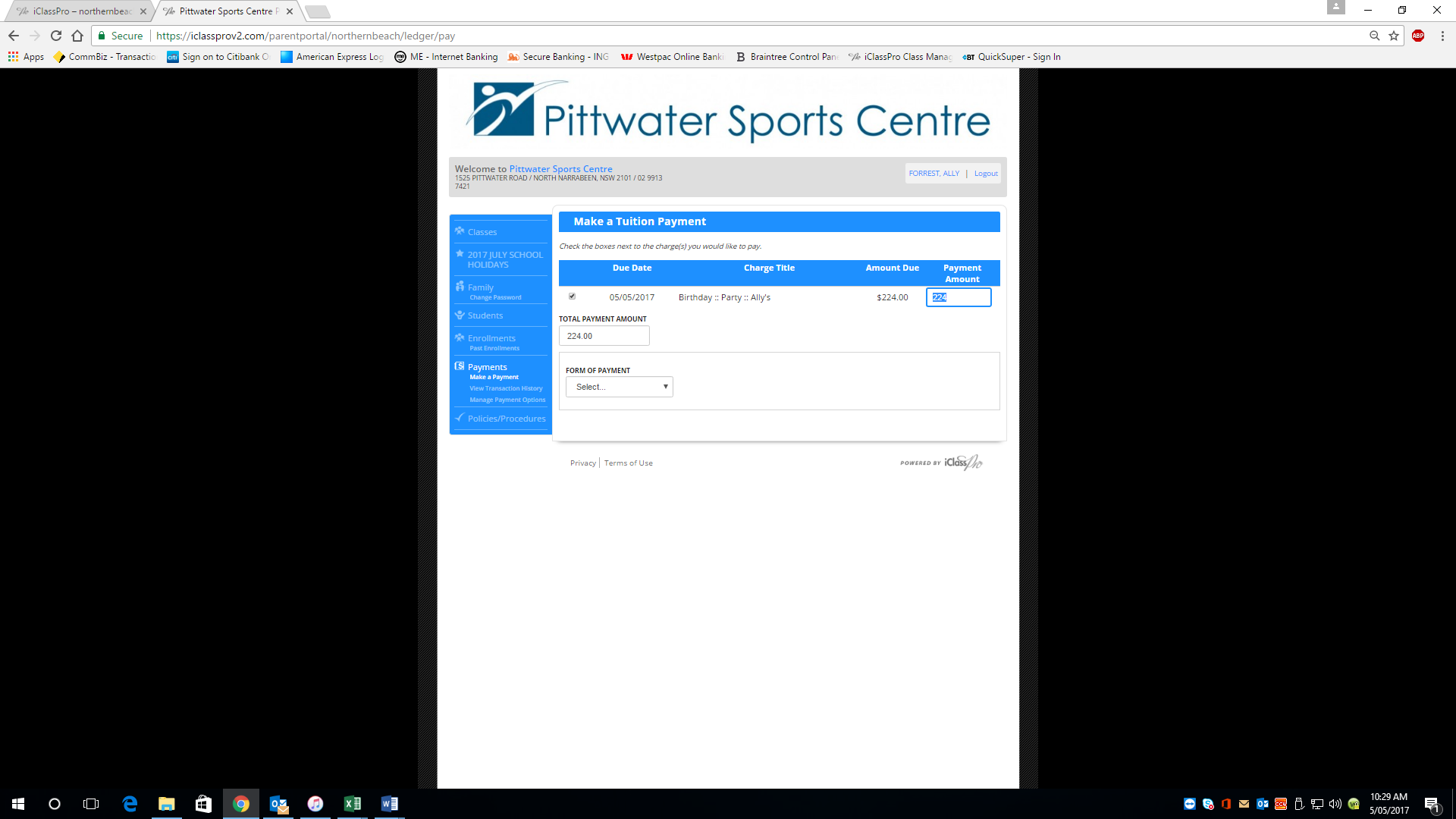
Open the portal and click make a payment

This screen will appear



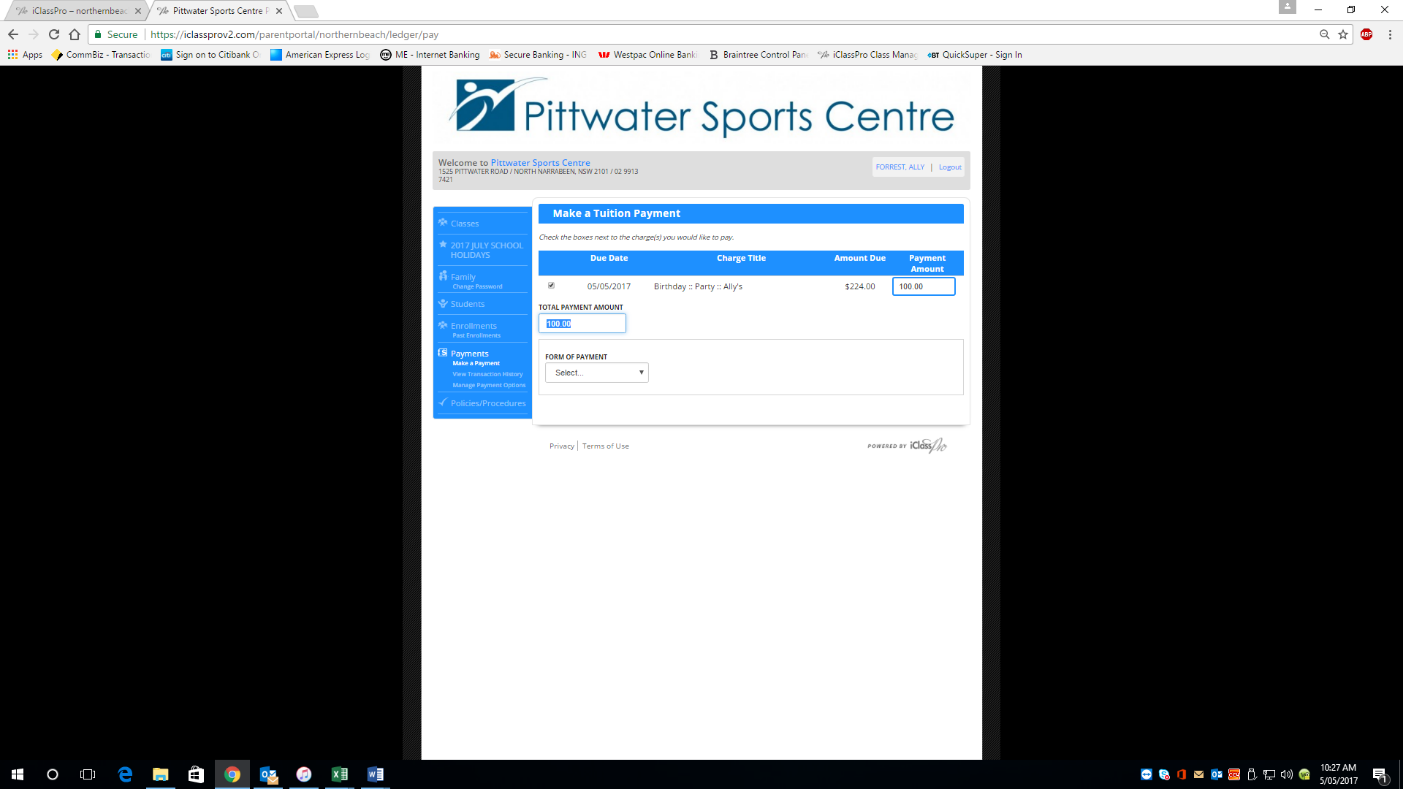
Clicking the box on the left then ONLY Use the TAB key to move forward

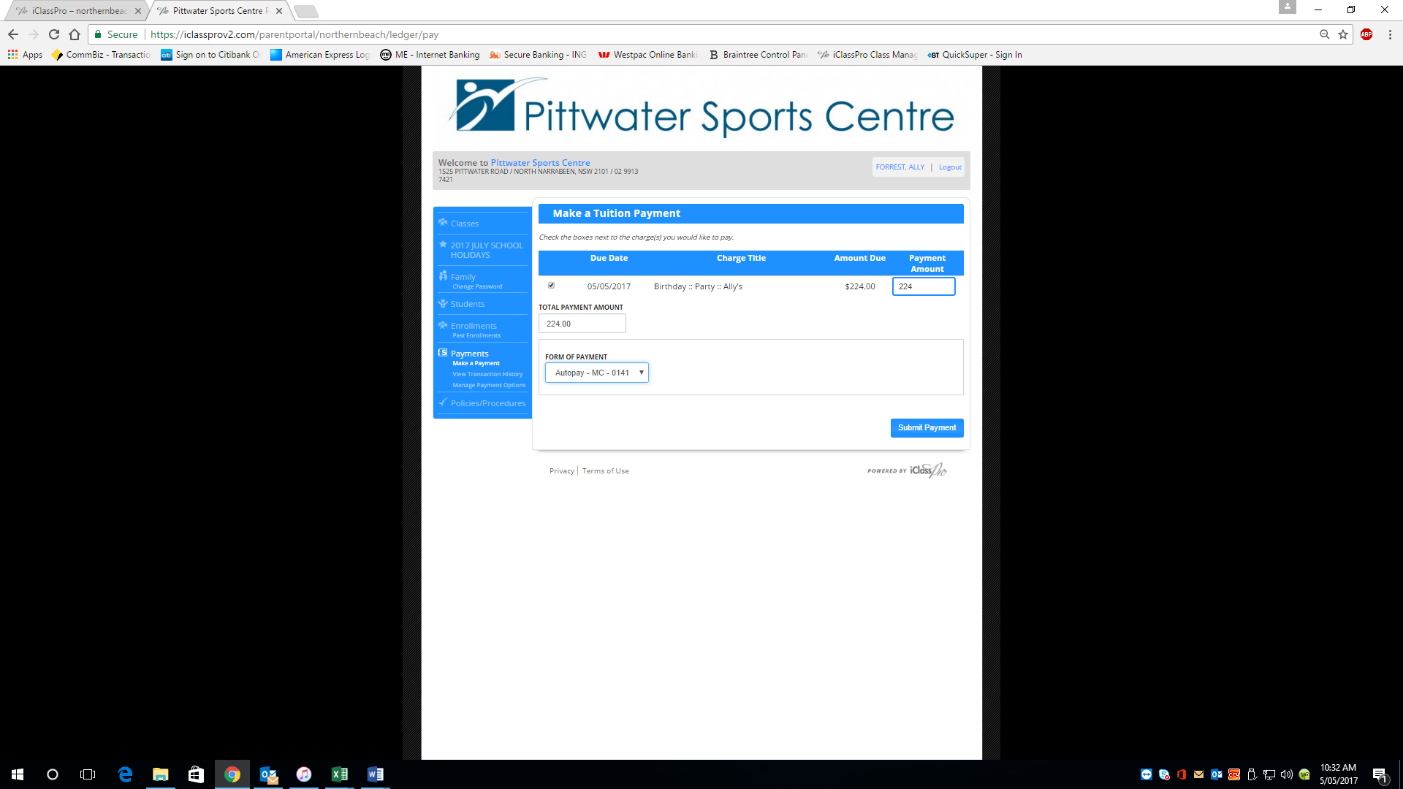
Click tab till Payment Amount is highlighted



Type over the amount and then click tab

See Below

The Amount then will appear in the Total Payment Amount click tab again to go to form of Payment select the payment form and go to next pic

You will then see the Submit Payment click to submit

Payment made