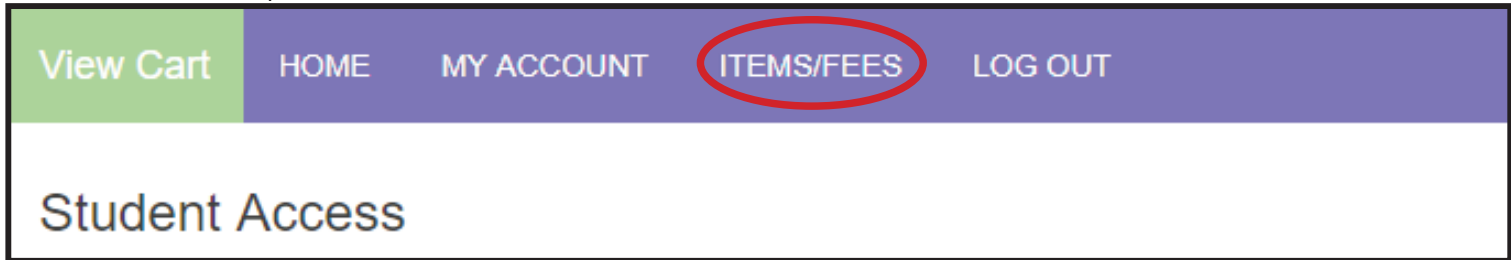




## Payment Portal Instructions

1) Homescreen - upon logging in, click "Items/Fees" in the header



2) The next page will provide a list of all options available for purchase. Click "Select" on the item you wish to purchase.

*\*Please note: Device Protection is only needed for students in grades 6-12.\**

**Items/Fees**

Below are the list of items available to your account to purchase. Click the Select link next to the item you wish to purchase in order to see more information on it.

	Gateway	Item
<b>Select</b>	Elkhorn Fees	EHS Activity Pass Participant Student
Select	Elkhorn Fees	EHS Device Protection
Select	ElkhornActivityPF	EHS Activity Pass Adult
Select	ElkhornActivityPF	EHS Activity Pass NonParticipant Student
Select	ElkhornActivityPF	HR Activity Pass Adult
Select	ElkhornActivityPF	HR Activity Pass NonParticipant Student

3) Verify the information about the specific item is correct and click "Continue".

View Cart HOME MY ACCOUNT ITEMS/FEEES LOG OUT

### Item Information

Here are the specifics for the item you wish to add

Item Name: EHS Device Protection

Patron:

Price: \$20.00

Cancel **Continue**

4) Click "Add to Cart".

View Cart HOME MY ACCOUNT ITEMS/FEES LOG OUT

## Add Item To Cart

Please verify the item information and click Add To Cart to add this item to your shopping cart.

Item Name: EHS Device Protection  
Student Name:  
School: Elkhorn High School  
Quantity: 1  
Item Price: \$20.00  
Total: \$20.00

Cancel Add To Cart

5) Review your shopping cart and click "Check Out".

View Cart HOME MY ACCOUNT ITEMS/FEES LOG OUT

## Shopping Cart

Note: All items must be associated with the same gateway account in order to be processed as a single transaction.

	Item	School	Quantity	Item Price	Total
Remove	EHS Device Protection	Elkhorn High School	1	\$20.00	\$20.00
	<b>Total</b>				<b>\$20.00</b>

Continue Shopping Check Out

**Notes:**

*\*Please direct questions regarding the online payment portal to your individual building secretary.*