

TeacherEase accepts online credit card payments. You can pay in full or make smaller monthly payments.

**Directions to pay in full:**

**STEP 1:** Use your email address to log into your TeacherEase parent portal through [www.teacherease.com](http://www.teacherease.com). In case you have forgotten your password, click on the "forgot password" link to receive an email with instructions on how to reset it.

**STEP 2:** Once you have logged in, go to the Miscellaneous Tab located at the top section of the screen. Click on "Fees" to access the payment screen.

**STEP 3:** You will see the fees that are past due listed in red. To make an online payment, click on the "Make Online Payment" button located at the bottom of the screen.

**STEP 5:** Enter your credit card information. After filling in the necessary details, select "submit" to process the payment.

**Directions for a payment plan:**

To complete this process, please make sure to follow the timeline that was previously agreed upon with the district office. If you have any questions regarding the steps below, please feel free to call the district office at 815-552-2540.

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**STEP 4:** On this screen, you will see two boxes titled "Lunch" and "General". Under the "General" box, you can modify the dollar amount displayed by selecting the "edit" button. This will allow you to enter the precise amount you want to pay. If you are not paying the full amount, make sure to set any additional payments to zero.

If you have multiple students, you will need to repeat the step above for each student payment amount.

**STEP 5:** Once you have entered the payment amount, click on the "Continue" button to proceed to the screen where you can enter your credit card information. After filling in the necessary details, select "submit" to process the payment.