

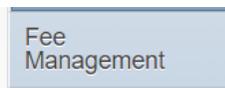
HOW TO PAY SCHOOL FEES ONLINE:

To access fees for viewing or to pay online:

1. Go to the Lake Station Community Schools Website: <https://www.lakes.k12.in.us>
2. Log into **Skyward** as a parent/guardian.



3. Click on the **Fee Management** tab located in the left navigation menu.
(If you can't see the left navigation menu you will need to click the + sign first.)



4. Once you open the Fee Management Tab, you can view the fees for your children.
5. Click on **"Make a Payment"** to open the Web Store.
You can make an online payment using eCheck, Debit or Credit Cards.

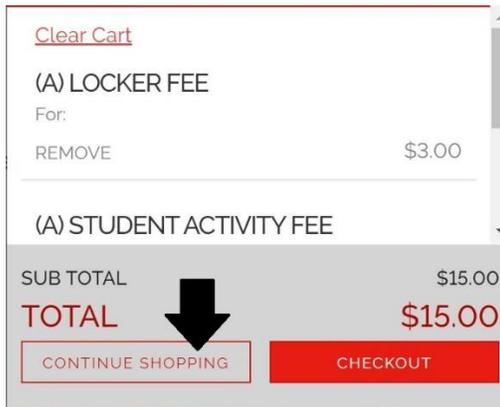


6. The fees will be listed for each child.
Click the **Add to Cart** button next to the fee(s) you are paying today.



7. In the pop-up window, click **Add to Cart** to add the fee to your shopping cart.

8. Click **Continue Shopping** if you plan to add more fees to your cart.
You'll need to add each fee to your cart. If you have multiple children, you can add fees from each into your cart.



The screenshot shows a shopping cart interface. At the top, there is a link for "Clear Cart". Below it, two items are listed: "(A) LOCKER FEE" and "(A) STUDENT ACTIVITY FEE". The "LOCKER FEE" item has a "REMOVE" button and a price of "\$3.00". Below the items, the "SUB TOTAL" is "\$15.00". A large black arrow points down to the "TOTAL" amount, which is "\$15.00". At the bottom, there are two buttons: "CONTINUE SHOPPING" and "CHECKOUT".

9. Once all fees have been added to your cart, click on the **Check Out** button.
Verify the items in your cart and proceed to the payment screen.
10. If you are a **returning customer** to the Web Store, enter your Web Store log in information.
If you are a **new customer**, select **Create New Account**. Fill in the applicable information.
11. Enter your billing information and click **Continue**.
12. After verifying your information, click **Place Order** to process your transaction and view your receipt.

Payment will be processed, and receipt can be viewed and printed. A receipt will automatically be sent to the email address provided. Receipt can be viewed at any time through your account settings. Skyward will reflect fee payments made through the online Web Store.

If you do not wish to make payments online, you can still pay with a check or cash in person.

Contact your child's school if you have any questions.
Alexander Hamilton Elementary School: 219-962-1824
Virgil I. Bailey Elementary School: 219-962-1302
Edison Jr. Sr. High School: 219-962-8531 x2002