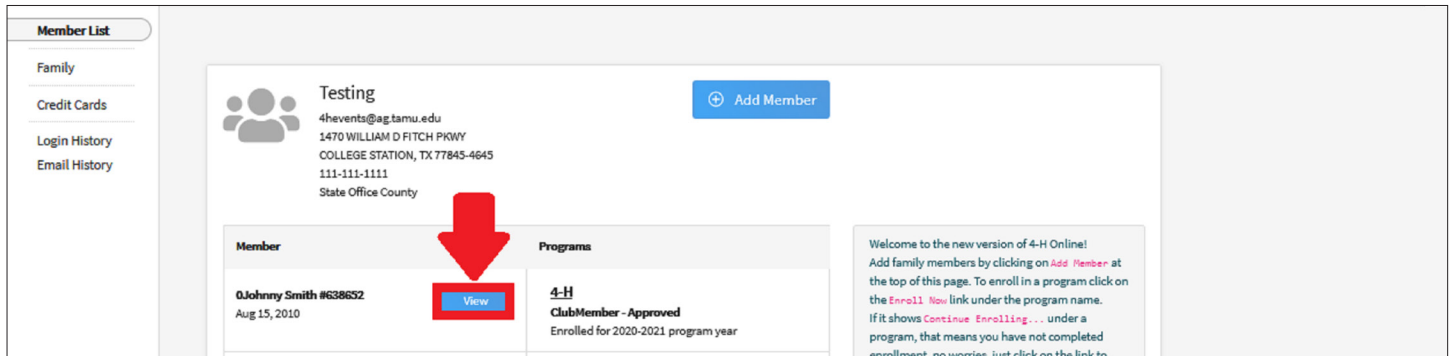


4HONLINE IS BEST USED IN CHROME, MOZILLA OR EDGE
THE FAMILY MUST BE LOGGED IN WITH THE FAMILY EMAIL AND FAMILY PASSWORD

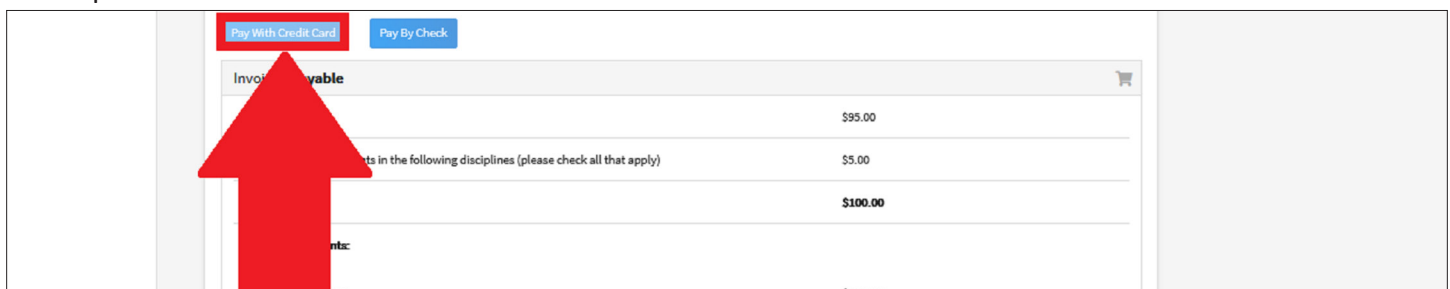
1. Click the blue View button beside the approved member's name.



2. Click the Events link from the navigation pane on the left side of the screen.
3. An Additional Payment Required message will appear next to events with payment issues. Credit cards can be corrected by the family and checks corrected if the county sends in a payment. Click the event name from the displayed list of events.



4. Scroll down to the bottom of the screen.
5. The blue Pay With Credit Card button will be clickable for the family if logged in correctly. County offices will not be allowed to perform this step. Click to add a credit card or click the credit card on file already to try to use it again. Chrome, Edge or Mozilla Firefox are the preferred browsers. Clicking reload sometimes helps with the credit card screen area.



FAMILY CREDIT CARD MANAGEMENT

From the family profile, click on the Credit Card link to view or delete credit cards on the family account.

