

How to use the
River Forest District 90 Web Store
to pay for School Fees – Credit Card Payment Only

1. Start at the District 90 website: www.district90.org
2. Click on **District Web Store**.
3. Click on the **school** the student will attend in the Fall.
4. Click on the **NAME of the fee** you wish to pay.
5. Key in the student's **LAST NAME** and **ID** (see the *Registration Emergency Information Confirmation Sheet*. Please exclude spaces, periods and hyphens.)
6. Click **BUY NOW**.
7. To pay additional fees, click **CONTINUE SHOPPING**. Please be careful to enter the correct ID number for each subsequent student. (To change schools, click on another school under BROWSE in the left-hand column.)
8. After adding all student fees to your CART, click **Go to CHECKOUT**.
9. Follow the directions on this screen. (You are a RETURNING CUSTOMER if you have previously paid District or Summer School fees online. Each Web Store establishes unique customer accounts. Unfortunately, past PTO Web Store purchases do not make you a returning customer in the District Web Store.)
10. Review Your Shopping Cart. Make changes or **GO TO CHECKOUT**.
11. Complete **BILLING INFO**, **PAYMENT INFO**, then click **VERIFY MY ORDER**.
12. Review one last time, then click **COMPLETE ORDER**.
13. The **“Thank you for your order”** page appears. **SAVE** or **PRINT** this page for your records.
14. The order will also be confirmed by email.

(Payment by check or cash may be made at the District Office, 7776 Lake Street, Monday through Friday, 7:00 AM to 3:00 PM, beginning on June 7, 2010. Fee waiver application forms will be available on classroom assignment/schedule pickup day in August. Completed forms must be returned to the District Office.)