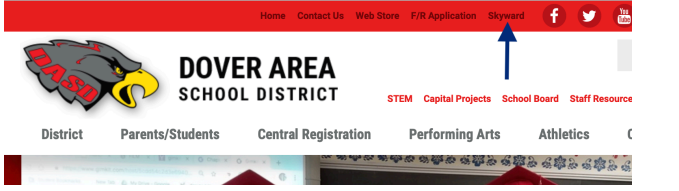

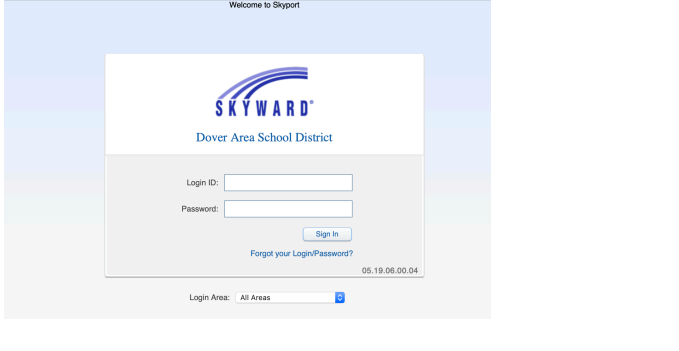

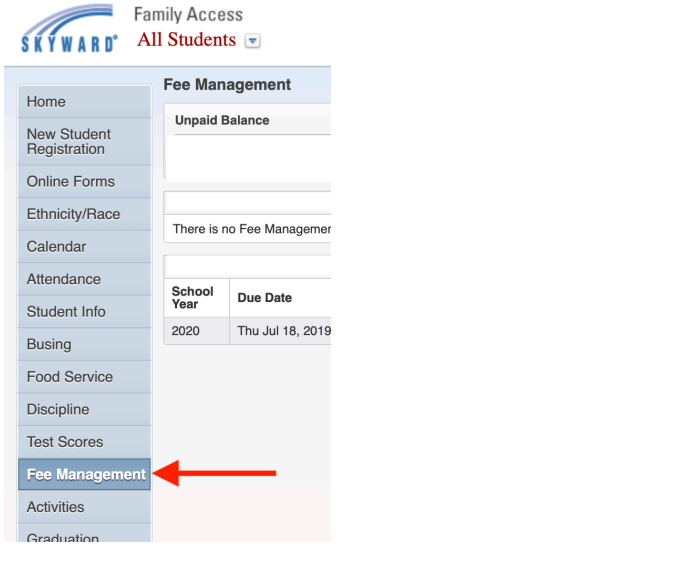
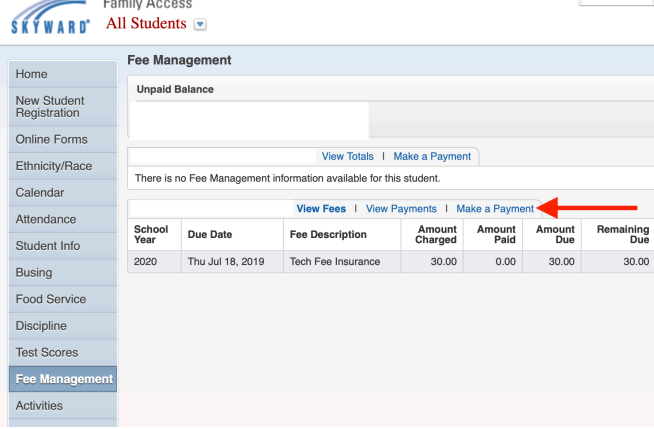
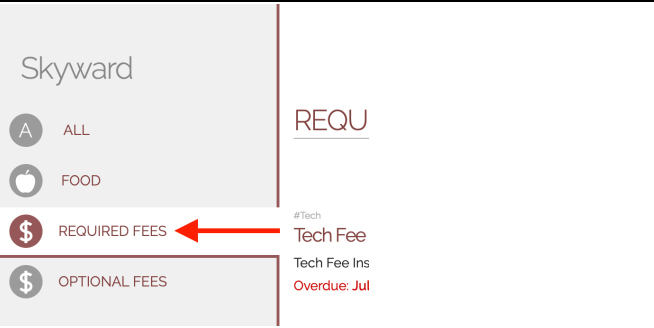

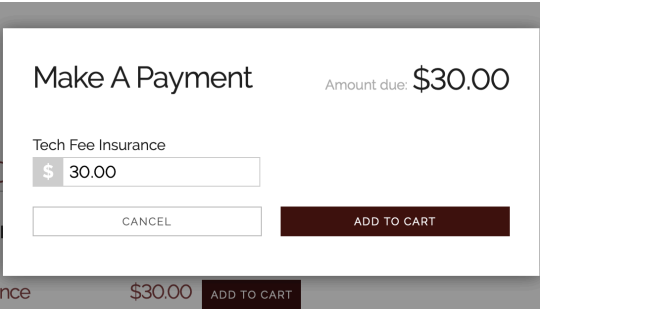




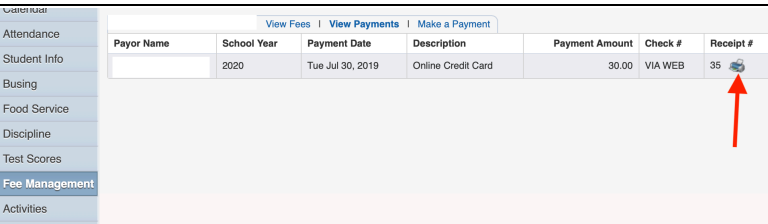
Steps to Pay Students Fees through Skyward Family Access

Please note, at this time, one must use the Skyward Family Access website in order to pay the technology insurance fee. Fee management is not currently available through the mobile app.

<p>1. From the Dover Area School District website (https://www.doversd.org), click Skyward</p>	
<p>2. Enter your login information and click the  button.</p>	
<p>3. Click  on the left side of the screen.</p>	

<p>4. Click the Make a Payment link next to student who has a fee assigned.</p>	 <p>The screenshot shows the 'Fee Management' section with a table of fees. A red arrow points to the 'Make a Payment' link in the top navigation bar.</p> <table border="1"> <thead> <tr> <th>School Year</th> <th>Due Date</th> <th>Fee Description</th> <th>Amount Charged</th> <th>Amount Paid</th> <th>Amount Due</th> <th>Remaining Due</th> </tr> </thead> <tbody> <tr> <td>2020</td> <td>Thu Jul 18, 2019</td> <td>Tech Fee Insurance</td> <td>30.00</td> <td>0.00</td> <td>30.00</td> <td>30.00</td> </tr> </tbody> </table>	School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	Remaining Due	2020	Thu Jul 18, 2019	Tech Fee Insurance	30.00	0.00	30.00	30.00
School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	Remaining Due									
2020	Thu Jul 18, 2019	Tech Fee Insurance	30.00	0.00	30.00	30.00									
<p>5. Click REQUIRED FEES on the left side of the screen.</p>	 <p>The screenshot shows the 'REQUIRED FEES' category selected on the left sidebar. A red arrow points to the 'REQUIRED FEES' category.</p>														
<p>6. Click the ADD TO CART button next to fee.</p>	 <p>The screenshot shows the 'REQUIRED FEES' list with a red arrow pointing to the 'ADD TO CART' button for 'Tech Fee Insurance'.</p>														
<p>7. A second window will appear asking if you are sure you would like to add the fee to the cart, click the ADD TO CART button.</p>	 <p>The screenshot shows the 'Make A Payment' confirmation window with a red arrow pointing to the 'ADD TO CART' button.</p>														

After clicking the **ADD TO CART** button the second time, you may be asked to log in again. If so, please enter your login information. Afterwards, you will be able to enter your payment information.

<p>Once you have paid your fees, you can return to Fee Management in Family to see the fees that have been paid on a particular student account. Furthermore, if you would like to view any payments, click the View Payments link.</p>	 <table border="1"> <thead> <tr> <th>School Year</th> <th>Due Date</th> <th>Fee Description</th> <th>Amount Charged</th> <th>Amount Paid</th> <th>Amount Due</th> <th>Remaining Due</th> <th>Payor Name</th> <th>Pay Plan ID</th> </tr> </thead> <tbody> <tr> <td>2020</td> <td>Thu Jul 16, 2019</td> <td>Tech Fee Insurance</td> <td>30.00</td> <td>30.00</td> <td>0.00</td> <td>0.00</td> <td></td> <td></td> </tr> </tbody> </table>	School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	Remaining Due	Payor Name	Pay Plan ID	2020	Thu Jul 16, 2019	Tech Fee Insurance	30.00	30.00	0.00	0.00		
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<p>Under View Payments, you can click the  if you would like to print a receipt at any point.</p>	 <table border="1"> <thead> <tr> <th>Payor Name</th> <th>School Year</th> <th>Payment Date</th> <th>Description</th> <th>Payment Amount</th> <th>Check #</th> <th>Receipt #</th> </tr> </thead> <tbody> <tr> <td></td> <td>2020</td> <td>Tue Jul 30, 2019</td> <td>Online Credit Card</td> <td>30.00</td> <td>VIA WEB</td> <td>35</td> </tr> </tbody> </table>	Payor Name	School Year	Payment Date	Description	Payment Amount	Check #	Receipt #		2020	Tue Jul 30, 2019	Online Credit Card	30.00	VIA WEB	35				
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