

Log in to Aspire using your PARENT account information and choose the student you'd like to pay for.
When in your student's page, scroll down until you see "Fees" in the column on the right.

The screenshot shows the Aspire interface for a student named 'Cookie C Monster'. The page includes sections for Student Info, Enrollment, Groups, Counseling, and a list of courses (BEG-FIT 7A, MATH 7, BUSINESS 7 CCA, FCS 7 - CCA). On the right side, there are sections for Graduation Requirements, Assessment, Attendance, Behavior, College and Career Plan, and Course History. A red arrow points to the 'Assessment' section with the text 'Scroll down'.

Click on the words "Make a Payment".

This screenshot shows the 'Fees' section. At the top, there is a 'Pass:' checkbox. Below it, the 'Fees' title is displayed with a 'Show Prior Years' link. A prominent red arrow points to the 'Make a Payment' button. Below the button is a table showing the current fee status:

Year	Due	Pending	Overpaid	Credit	Balance
2023	\$115.00	\$0.00	\$0.00	\$0.00	\$115.00

Below the table is a button for 'Free/Reduced Meal Application'.

You will be taken to the Instant Payment page. Fill out your student's name and Aspire ID#. (# may already be filled in for you) and hit "Continue".

The screenshot shows the 'Instant Payment' page. At the top, there is a 'Login | Help' link and the date 'Monday, August 8, 2022 12:59:31 pm MDT'. The page title is 'Mount Logan Mid'. Below the title, there is a prompt: 'Use your Student's Name and ID to find your account. Please verify the name on the account to assure your payment is posted to the correct account.' A red arrow points to the 'Continue' button. Below the button, there is a list of reasons why an account might not be found:

- The search information entered may be incorrect. Please verify the Student's Name and ID you entered.
- The billing or account balance information for your account has not yet been uploaded by the merchant.

Now you will see a list of your student's fees, broken down by category. You can choose to pay all of the fees at once, or you can change the amounts in the boxes to reflect what you'd like to pay now, allowing you to easily make smaller payments throughout the year until the balance is paid in full.

Student's Name and ID	Amount Due	Amount to Pay
Monster, Cookie <i>Registration</i>	\$30.00	\$ 30.00
Monster, Cookie <i>Chromebook Insurance</i>	\$25.00	\$ 25.00
Monster, Cookie <i>Science Lab-7</i>	\$3.00	\$ 3.00
Monster, Cookie <i>3D Art (3D ART)</i>	\$10.00	\$ 10.00

Once you've adjusted the fees to reflect what you'd like to pay now, hit "Pay this Amount" at the bottom of the page.

[view](#)

\$3.00

\$ 3.00

[view](#)

Now you will put in your personal information (make sure to use the information of the person paying here.)

Total: \$ 115.00

 Pay this Amount

And then your payment information. Hit "Confirm Payment Method" to complete the transaction.





Please note that Instant Payments only updates with Aspire every hour, so you won't see your payment update in Aspire immediately. Check back later, and the amount you paid will be deducted from your balance on Aspire.

Personal/Organizational Information

Changing your this information does not change your official information with Mount Logan Middle School.

First Name: <input type="text" value="Cookie"/>	Last Name: <small>Required</small> <input type="text" value="Monster"/>	
<input checked="" type="checkbox"/> <small>Uncheck the box to enter organization name rather than personal name</small>		
Address: <small>Required</small> <input type="text"/>		
Address Line 2: <input type="text"/>		
City: <small>Required</small> <input type="text"/>	State/Province: <small>Required</small> <input type="text"/>	ZIP/Postal Code: <small>Required</small> <input type="text"/>
Phone: <small>Required</small> <input type="text"/>	Email: <small>Required</small> <input type="text"/>	
	Confirm Email: <input type="text"/>	

Payment Information

Method of Payment:    

Update Name from Personal/Organizational Information

Card Number: ?

Expiration: / **CW:** ?

Name on Card:

Billing ZIP/Postal Code:

Confirm Payment Method