

# Field Trip Pay Online Instructions

(All trips are now paid online only)

1. Go to the IVE website and click on 'pay online' in the middle left hand side.
2. You will be brought to a log in screen, use your family access Username and the password is the parent's last name-first letter capitalized.
3. After logging in you will be able to see your student(s) name.
4. Click on student.
5. Next screen will say the student has open fines/fees and to click on the 'view open fines/fees' link.
6. Next screen brings up the items that have been assigned to your student for payment.
7. Make your item(s) selection and then click on 'pay selected fines/fees' and you will be guided through the checkout process.
8. The fee will be cleared from your student's account.