

Test a Parent Portal ePayment

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The best way to understand the payment flow is to log into a Portal yourself and do a test payment. This allows you to see things from your parents' perspective.

Follow these steps to create a testing Portal and make a payment:

1. Create your own family as a test family. Post a fee for \$1.00 to the family.
2. Add a Billing Contact with a valid email address that is **your own**. You can enter your credit card information or bank account information under the Billing tab, or, you can wait and enter it in the Portal.
3. Use the **Reset Portal Password** button on the *Contact* page to generate a temporary password. You can also use the **Reset Password** link on the Portal login page. Remember, you can access your portal from within your system BEFORE it is placed on your website by going to *Gear (icon) > Settings > Parent Portal*, then clicking the **Go to Parent Portal** link in the upper left corner.
4. Log into your portal. If you did not add your credit card or bank account information in Jackrabbit, go to the *Billing & Payments* option in the top menu to go to the *Account* page. Select **Saved Payment Methods**. Click the '+' button and enter **your own** credit card information.
5. Back on the *Account* page, click the green **Pay Now** button.
6. On the *Make a Payment* page select the \$1.00 fee and click **Pay Now**.

Note: This will actually charge the credit card and send the payment through your gateway and to your merchant processor.

7. In the *Confirm Payment* window, click the green **Confirm** button to complete the payment. A window will display the credit card's last 4 digits along with the amount paid and the confirmation #. Click **OK**.
 - On the *Transaction* tab of the family's record, you can see the approved payment.

Run the **Parent Portal Log** (Reports menu) with the word "approved" in the *Filter Text* field. It will provide a list of all approved portal payments during the date range you specify.
