Apply Credits in the Parent Portal

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Question

Can parents apply credits in their Parent Portal?

Answer

Yes, they can! To allow families to apply credits (if applicable) in the Parent Portal, go to the **Gear** icon > **Settings** > **ePayments** > **Credit Card & Bank Account Settings (Manage Settings)** > **Parent Portal Settings**, set *Allow credits to be applied at checkout?* to **Yes**, and click **Save Changes**.

Once that setting is enabled, below is how parents with a negative balance can apply the credits in their Parent Portal:

1. Once a class and/or event has been added to your cart, select the **Cart** icon.
2. In the *Credits* section, by default, the *Apply Credit* setting will be automatically enabled. To save credits for a later user, toggle off the *Apply Credits*.