

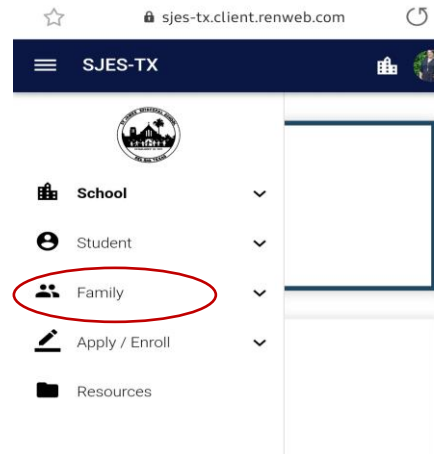
# Paying for charges through Family Portal

To log on to your family portal account, visit [sjesdelrio.org](https://sjesdelrio.org). Click QUICK LINKS, then Family Portal.

\*Before you begin, make sure you are using Firefox, Microsoft Edge or Internet Explorer for your browser when logging on to Family Portal. Log in as the parent and use **SJES-TX** as the District Code. Charges will be added to your Family Portal as they occur, and a statement of your balance emailed to you monthly.

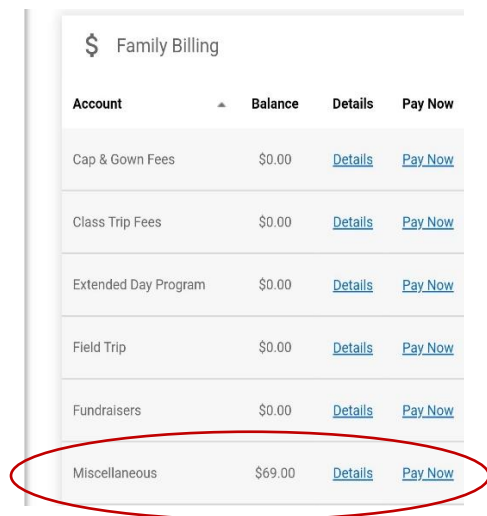
## STEP ①

Once you have logged into your Family Portal account, you will see a menu on the left-hand side of the screen. Click on **FAMILY** and it will open your family center in the middle of your screen.



## STEP ②

In the middle of the screen you will see the Family Billing section. Find the charge you wish to pay. For example, if you have a balance for a miscellaneous purchase, it will show next to that account. Click the Pay Now button to proceed to the next page.



## STEP ③

Once on the next page, enter the amount to pay next to your balance and click **PAY NOW** at the bottom of the screen. You will then enter your payment information and **confirm** your payment. \*\* NOTE: You can pay more than one balance at a time by entering the amount you wish to pay next to each charge prior to selecting the Pay Now button.

