Please follow the detailed instructions below to confirm your student's information and add the appropriate funds.

- Log into www.schoolpaymentportal.com
- Enter the email address and password tied to your current account
- Enter Zip Code 73134
- Choose the appropriate division for each student, Preschool, Lower, Middle or Upper School
- Type in your child's last name and first name. Please use their full name that is in Renweb/FACTS (for example, William not Will, etc)
- Add your child's grade level, using the grade number only (1, 4, 10, etc). For Preschool use either PS3 or PK45
- After each student entry, click ADD STUDENT
  - ***If your account is shown as non-existent, click here, input your information with a note to ask for your account to be reactivated, and School Payment Portal will email you shortly.**
- Please follow this procedure for every student in your family
- After each student account is added, you will be able to deposit funds to each account
- Please ensure you set up an account for each of your students