



JEFFERSON
COUNTY SCHOOLS

Mrs. Carita Venable, *President* | Mr. Oscar S. Mann, *Vice President*
Mr. Ronnie Dixon | Mrs. Donna J. Pike | Mr. Eddie Brown

Walter B. Gonsoulin Jr., Ph.D.
Superintendent

Dear Parents/Guardians:

JEFCOED is pleased to announce a new online payment for school fees and other items. You are receiving this letter as your student attends one of the seven JEFCOED schools that will be piloting the program for the school system. The following information is designed to assist you with the online payment process.

The link to our payment page is:

<https://jeffersoncoal.csiepay.com/Views/Payment/Pay.aspx?pageid=fd4e39ef-e4e6-4c23-891f-1a35e302d281>

Once you have navigated to the school's webpage, click on the "Proceed to Payment Page". You will be asked for your/your student's information. Certain fields are required and will have an arrow next to them. Once this information is completed, you will proceed to the "Fee Items" section directly below the information you just entered.

The "Fee Items" section contains all the items that can be purchased for your student. There will be categories you can scan through. You will need your student's class schedule and fee sheet for this portion. The fee sheet will be highlighted with the items that are required to be paid and the items that are recommended/optional. From that fee sheet and/or the student's schedule, you will be able to find the class course number and the teacher's name. With this information, you will select the appropriate course for payment from the categories listed. Office personnel at the school will be able to assist you with this process.

Once you have selected the items for payment, a subtotal will show at the bottom of the page. A convenience fee of \$3.00 will be charged. Terms and conditions are listed in a box directly below the total amount due. You will need to click on "I agree to the above Terms and Conditions", then click on "Proceed to Payment Page".

On the next page, you will enter your credit/debit card information. Your information will not be stored/kept on file at the school. Then, click on "Process Transaction". A receipt will be emailed to the email address you entered on the first page. Please retain this receipt for your records.

If you have more than one student at the same school, please be aware that this process must be done for each individual student to accurately record your payment. To keep information secure, we will not be able to process payments over the phone.

Should you need assistance with any part of this process, please contact: Rebecca Muncher -
rmuncher@jefcoed.com

We appreciate your patience as we work through the initial phase of this program. Thank you for the opportunity to be a part of the education of your student.

Sincerely,

Your JEFCOED faculty and staff