# How do I pay student fees in the Givebacks app?

Paying student fees is quick and easy through the Givebacks App. Whether your email address is already associated with a student or not, this guide walks you through each step.
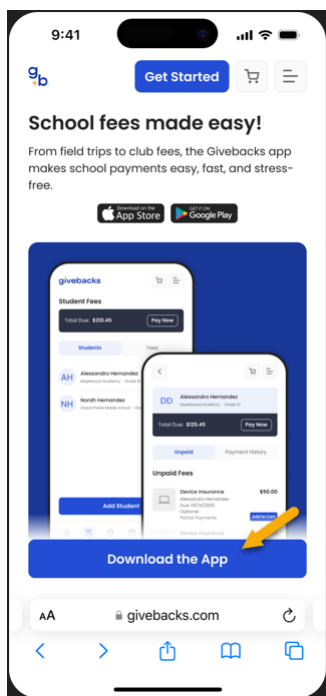
If your email address is already associated with a Student:

Step 1: Open the Email Invitation from Givebacks

- You'll receive an email from Givebacks letting you know you've been invited to access student fees.

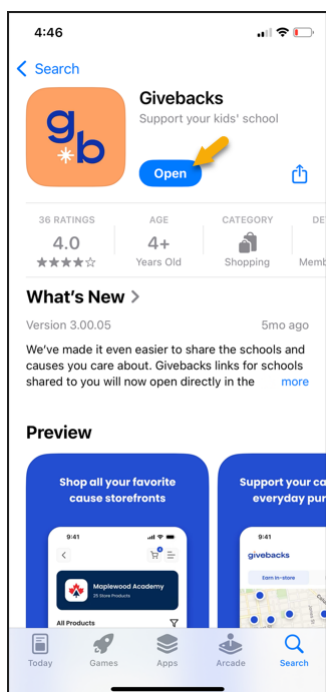- Tap **"Pay Now"** in the email.
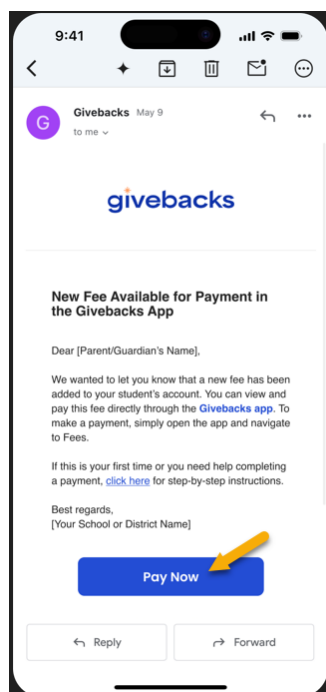
- You'll be directed to your phone's app store to download the **Givebacks App**.
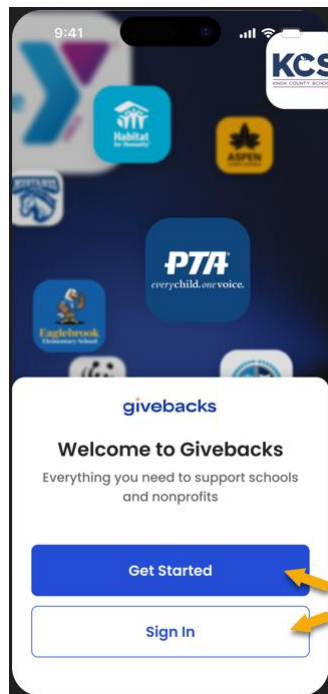
Step 2: Download and Launch the App

- Tap **Download** or **Install** in the app store.

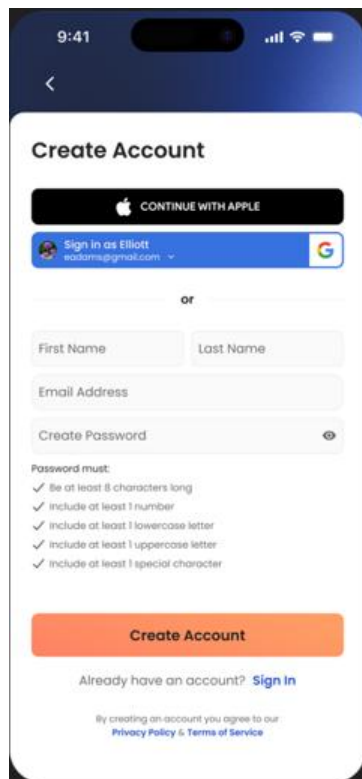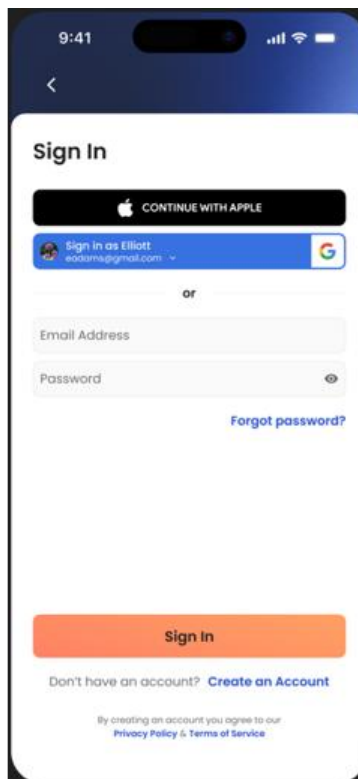- Once the download is complete, open the **Givebacks App**.

Step 3: Create or Confirm Your Account

- The app will recognize your email since it is already on file with the school.

- Choose to **Create Account** (if new to Givebacks) or **Sign In** (if you've used Givebacks before).

- Confirm or set your password and tap **Continue**.

Step 4: Access the "You're Already Connected" Screen

- After a Welcome Screen, you'll land on a "You're already connected" screen showing the organizations you are connected to.

- Select the **"Visit the fees page" button** to access your student fees.
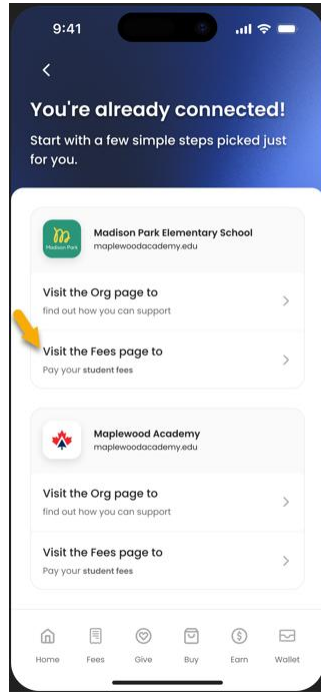
- *If you don't see your organization presented, select "Explore More Actions" to find another organization. You'll be prompted with a few questions to help us better guide your app experience.*

Step 5: Select Your Student Profile

You'll be shown the student(s) associated with your email.

- Tap your child's name to view their profile and fee details.
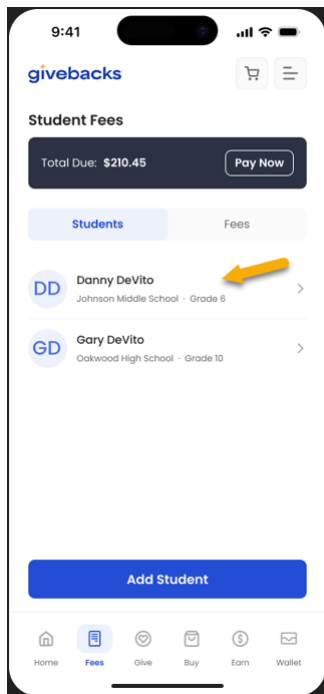
Step 6: Pay Your Fees

You'll see a list of fees assigned to your student—such as device insurance, club dues, or class fees.

- Tap **Add to Cart** on any fee item you'd like to pay.

- Once ready, proceed to checkout. Follow the prompts to enter payment details and complete your transaction.

Step 7: Confirmation

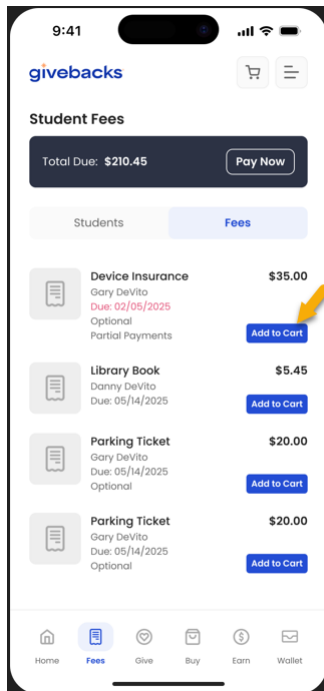You'll receive a confirmation of your payment both in the app and by email. You can always return to the **Fees** screen to view your fee history and **Wallet Tab** to access receipts.

If your email address is not yet associated with a Student account:

If you didn't provide your email address to your school or it isn't recognized by Givebacks, don't worry — you can still pay student fees by selecting your organization and manually adding your student.
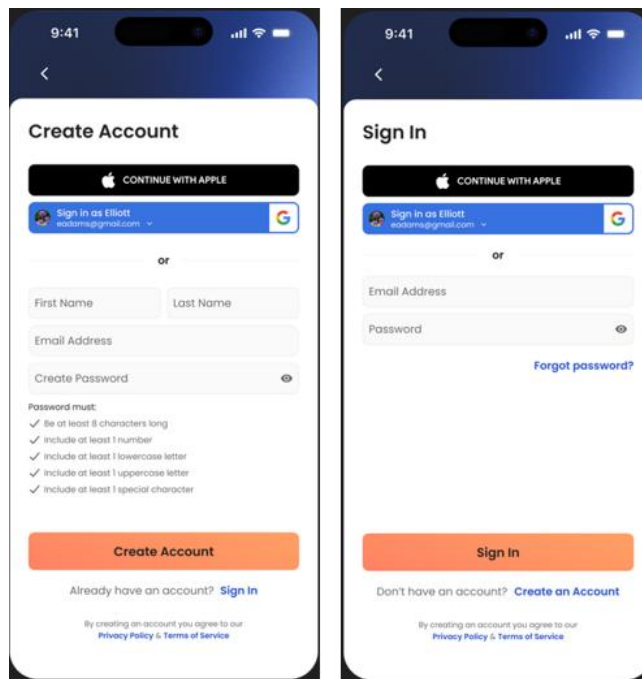
Step 1: Download and Launch the Givebacks App

- Download the **Givebacks App** from the App Store or Google Play.

- Open the app once installed.
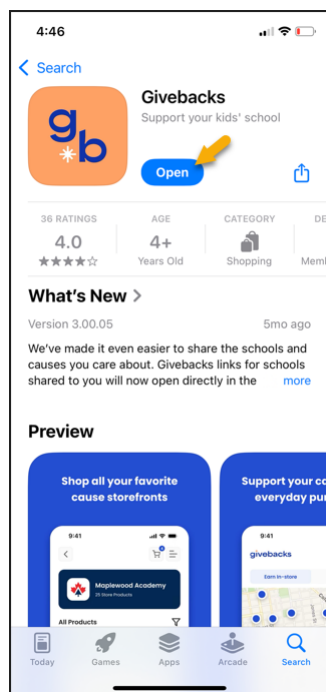


Step 2: Create an Account or Sign In

- Choose **Create Account** if you're new to Givebacks.

- If you already have an account, click **Sign In** and enter your email and password.

**Step 3: Tell us Why You're Here & Select Your Organization**

After signing in, you'll be prompted to tell Givebacks what you're trying to accomplish.

- You can select from a list of actions that you wish to complete in the app. This will help us personalize your onboarding.

- Select all that apply.
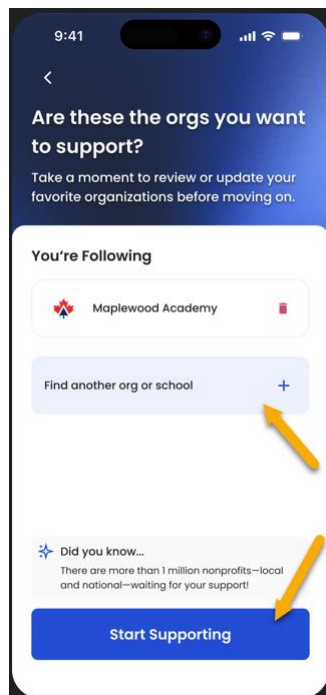
- Click **Continue**.
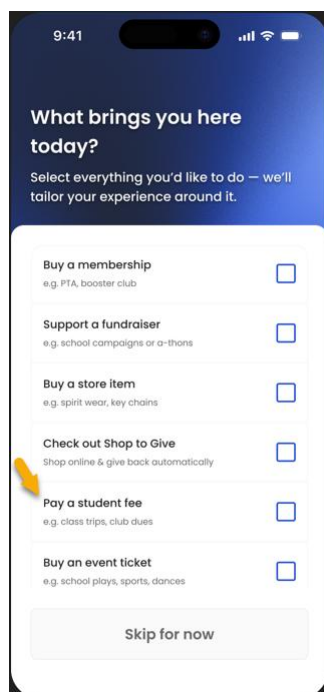
Next, you'll be asked to choose the specific causes or schools you support.

- Browse or search by name or location.

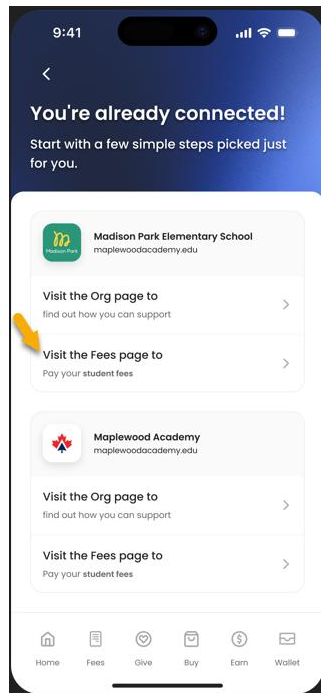- Select your school or organization by clicking **Follow & Continue.**
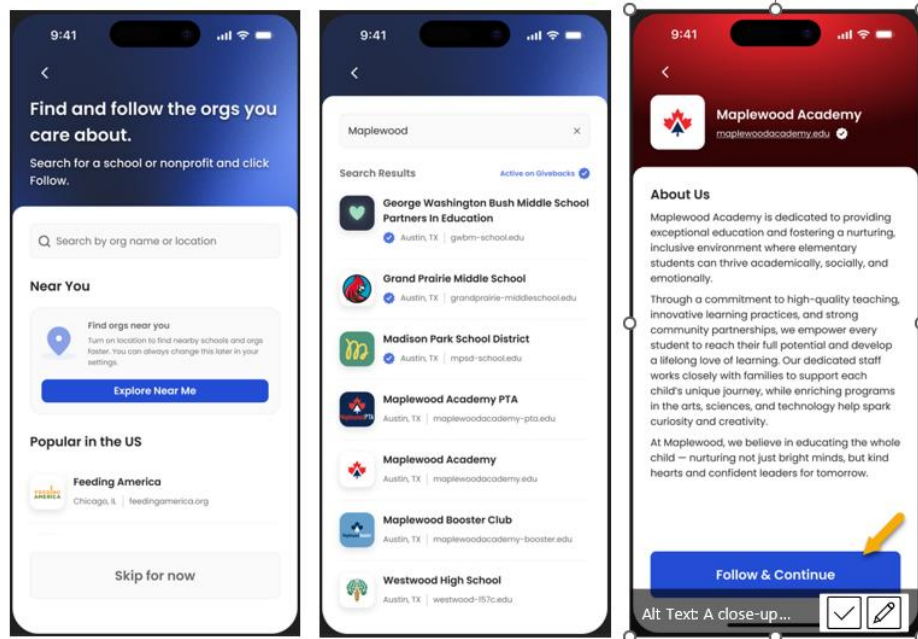
- Add another organization or click **Start Supporting** to finish onboarding.

Step 4: Navigate to the Student Fees Section

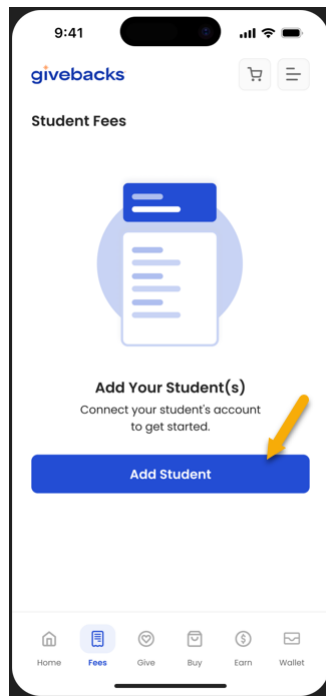- From the "Your Personalized Start" screen, tap the **Fees** tab or look for the **Visit Fees Page**.

- If your account isn't linked to any students yet, you'll see an option to **Add Student**.

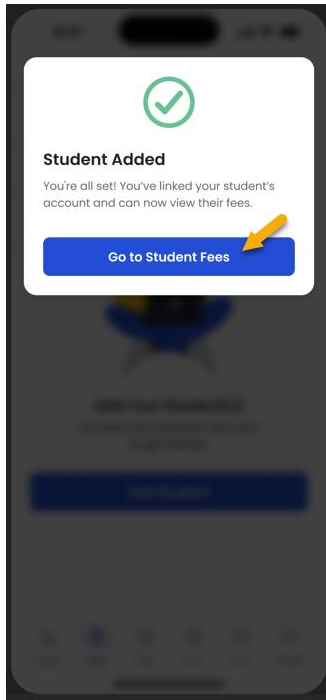**Step 5: Add Your Student**

To pay fees, you must link your student account.

- Click **Add Student**.

- Fill in the student's:
  - First Name
  - Last Name
  - Student ID (provided by the school)
- Click **Add Student**.

If the information matches a record from the school, you'll see a success message: **"Student Added."** Once added, the student's fees will automatically appear under their name.

Step 6: Pay Your Fees

- Select the student and review their listed fees.

- Tap **Add to Cart** next to each item you'd like to pay.

- Proceed to checkout and enter your payment details.

Step 7: Confirmation

After completing payment, you'll receive:

- An in-app confirmation screen

- An email receipt

- Access to purchase history from the **Wallet** or **Fees** tab

Questions? Click the "?" icon to contact Givebacks Support.