

## SPH Final Forms Online Payment Instructions

1. Log into your Final Forms account by going to this website: <http://stpats-oh.finalforms.com>
2. If you are a new user, click on the New Account Icon and create a new account for your student athlete.



Parent



3. If you are a returning user, click the **LOGIN** button under the Parent  icon and login using your Final Forms Credentials.

Parent Login

Email:

Password:

**Login** [Back](#)

[Forgot Password?](#) | [Resend Confirmation?](#)

4. Once you are logged in, you will see the **My Students** screen that has your child (or children) listed in the main window.
5. On the right hand side of the page, you will see the **Actions** column. Below the Actions, there will be an icon that says **\$ Pay** if there is a fee due for your child. Click on that icon.

**My Students** + Add Student Instructions

MANAGE YOUR STUDENTS WITHIN THE SYSTEM.

Status	Name	Class	Sports	Actions
<input checked="" type="checkbox"/> <b>Eligible!</b> Physical expires on 8/31/16 (in 190 days)		2022	<input checked="" type="checkbox"/> Boys 6th 5-8 Football <input checked="" type="checkbox"/> Boys 6th Koop- Gold 3-8 Basketball <input checked="" type="checkbox"/> Coed Spring 1-8 Soccer <a href="#">+ Add/Edit</a>	<a href="#">Update Forms</a> <a href="#">Student Data</a> <a href="#">Edit Info</a>
<input type="checkbox"/> <b>Pending Admin Approval</b> Make sure you've turned in all paper forms Physical expires on 2/19/17 (in 362 days)		2025	<input checked="" type="checkbox"/> Coed Spring 1-8 Soccer <a href="#">+ Add/Edit</a>	<a href="#">Update Forms</a> <a href="#">Student Data</a> <a href="#">Edit Info</a>
<input type="checkbox"/> <b>Incomplete Forms</b> (Click to complete them)		2025	<input checked="" type="checkbox"/> Boys 3-4 Baseball <input checked="" type="checkbox"/> Coed Spring 1-8 Soccer <a href="#">+ Add/Edit</a>	<a href="#">\$ Pay</a> <a href="#">Update Forms</a> <a href="#">Student Data</a> <a href="#">Edit Info</a>

6. This  icon will take you to the  screen.

**Checkout » Receipt**  
Safe Easy Fast

**Important!** Joe Koop will not be allowed to participate in certain athletic/extracurricular activities until respective fees have been paid.

Review Fees for Joe Koop			Payment Options		
Description	Amount	Pay?	<input type="checkbox"/> Change Credit Card Information?		
Coed 1-8 Spring Soccer Fee	\$45.00	<input checked="" type="checkbox"/>	Credit Card Information		
Boys 3-4 Baseball Fee	\$60.00	<input checked="" type="checkbox"/>	5653	05 - May	2018
Total: \$105.00			<input type="button" value="Submit Payment"/> <input type="button" value="Cancel"/>		

7. On the left hand side, you will be able to check the boxes for the sports you wish to pay for. Only the sports that you are registered for will be listed here.

Description	Amount	Pay?
Coed 1-8 Spring Soccer Fee	\$45.00	<input checked="" type="checkbox"/>
Boys 3-4 Baseball Fee	\$60.00	<input checked="" type="checkbox"/>
Total: \$105.00		

8. On the right hand side, you will see .

9. Complete the fields below with your Credit Card information

**Credit Card Information**

First Name  Last Name

Card Number

Exp Month  Exp Year  CVC

CCV code is the 3-4 digit number on the back of your card.

**Billing Address**

Street Address

City  State  Zip

**Note:** If you already have paid using a credit card for another one of your children or for a prior sport, your credit card information will be stored in the system. The last 4 digits of that card will be displayed. You will be able to submit payment using the same credit card you used before without having to re-enter in the Credit Card information each time to make a payment. If you prefer to use a different credit card, you may check a box and use a different card.

[Submit Payment](#)

10. Once this is all entered in and you are ready to pay, click on

11. Your credit card will be charged immediately.

12. An electronic receipt will be emailed to your email address.

## ***FINALFORMS***

Hello,

Your payment for [REDACTED] St. Patrick of Heatherdowns School fees through FinalForms was received.

**Payment ID:** 13

### **Receipt**

<b>Name</b>	<b>Amount</b>
Coed 1-8 Soccer Fee	\$45.00
	<b>Total Owed: \$45.00</b>
	<b>Charged: \$45.00</b>

Evelyn Koop's fees have been paid.

Thank You,  
St. Patrick of Heatherdowns School Forms Administration

13. Payment completed.