

## ONLINE PAYMENT INSTRUCTIONS FOR ORBUND

All New & Returning parents **MUST** complete the online registration process for their child at the following link: (Please follow the instructions in the Announcement Email ).

<http://tinyurl.com/y6ghrywm>



### Jaferia Islamic School

3140 Spencerville Road, Burtonsville, MD 20866

#### Parent Registration

Username

Password

[New Parent Registration](#)

## Complete Fee Payment Process For Returning & New Students:

### PLEASE NOTE NEW FEE STRUCTURE FOR FACULTY & VOLUNTEERS ONLY

Once you fill in all the required information & registration is complete, log into your Orbund Online Portal [server2.orbund.com](http://server2.orbund.com) using the same credentials and complete the fee payment process. For New student, you will receive your username and password to access your orbund online account once JIS Administration confirms your child's registration.

1-Click on "Payment & Invoice" under the left menu option "Tuition & Fees"



**JIS Jaferia Is**

- Start Page
- Communication
- Academic Reports
- Enrollment & Attendance
- Tuition & Fees
- Payment & Invoice**
- Reference
- Setup

**Paymer**

- Payment**
- Family Id
- Name Al
- Address
- Tuition
- ABBAS, I
- ABBAS, I

2- Payment Schedule Section will be displayed on the right side of the page/screen,

3- Enter an amount you want to pay under “Payment”

4- Click on “Make Payment” button under the amount you just entered

Total Amount Payable 475

**Payment Schedule**

#	DUE DATE	TUITION	OTHERS	INSTALLMENT	PAID	OWED	DUE	MEALS	PAYMENT
1	Sep 01, 2016	450	25	475		475			0
					Total	475	0	0	0.00

[Enter an amount to Pay](#)

[Make Payment](#) [Click Here to make payment](#)

**Payment History**

PAYMENT DATE	AMOUNT	PAYMENT METHOD	NOTE
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5- Enter your payment information (cc details) on the next screen. (A pop up dialog similar to the image shown here will be displayed)

6- Make sure to write "SCHOOL FEES" in the Notes Section

7- Click on " Submit Payment".

The image shows a web application dialog box titled "Enter Payment Information" with a close button (X) in the top right corner. The main heading is "Payment & Invoice / Enter Payment Information". The form contains the following fields:

- Payment Method: Credit Card - Paypal Direct (dropdown)
- CC First Name: JIS
- CC Last Name: Test
- CC Address: 3140 SPENCERVILLE RD,
- CC City: BURTONSVILLE
- CC State: MD
- CC Zip Code: 20866
- CC Country: UNITED STATES OF AMERICA (dropdown)
- CreditCard Type: Visa (dropdown)
- CC Number: (empty)
- CC Expdate: 07 (dropdown) / 2016 (dropdown)
- CC Security Code: (empty)
- Currency: USD
- Note: SCHOOL FEES

At the bottom of the form are two buttons: "Submit Payment" and "Cancel".

Red arrows and text annotations highlight key instructions:

- A red arrow points to the "Submit Payment" button with the text "Click Here To Submit Payment To JIS".
- A red arrow points to the "Note" field with the text "Make sure to write 'SCHOOL FEES' Here".
- A red arrow points to the "CC Expdate" field with the text "Enter Your CC Details Here".

**8- This screen will redirect you to the main PayPal Direct Billing Page where you will complete the payment process.**

**For all technical Support queries, please send an email to [helpjis@gmail.com](mailto:helpjis@gmail.com)**

**Thank you,**

**JIS Administration**