



AP Exam Fee Payment 2020-21 Steps for Online payment with the Q Parent Portal

- 1) Login to [Q Parent Portal](#) (Mac users: for optimal experience please use Chrome as your browser)
- 2) Select the **Accounts** tab from the menu. (menu may appear differently, depending on device used.)
- 3) Select **Online Purchase Payments**.

The screenshot shows the 'Accounts' section of the Q Parent Portal. On the left, a navigation menu lists various options, with 'Accounts' highlighted and circled in blue. The main content area shows the 'Accounts' tab selected. A 'Student Account Balance' box displays a balance of \$0.00. Below this is a 'Transaction Detail' table with columns for Date, Receipt #, Item(s), Charge, Payment, and Balance Due. The table currently shows 'No Data Available'. A link for 'Online Purchase Payments' is circled in blue in the top right corner of the main content area.

- 4) **Select student** that will be taking the exam from the dropdown menu.
- 5) **Choose the AP Exam** from the item dropdown menu and **add to cart**. If purchasing more than one AP Exam you will need to add each AP Exam to your cart individually.

The screenshot shows the 'ParentConnection' 'Online Purchase Payments' interface for Conejo Valley USD. It includes a 'Cancel' button in the top right. The account name and PIN are redacted. The student is selected as 'High School'. The item selected is 'AP US Government & Politics Exam (Amount: \$105.00)'. The quantity is set to 1, resulting in an item total of \$105.00. There are 'Add To Cart' and 'Reset' buttons. Below this is a 'Shopping Cart' section with 'Proceed to Checkout' and 'Cancel Transaction' buttons. A table below shows 'No Current Cart Items'.

Student (ID)	School	Item	Quantity	Amount
No Current Cart Items				

- 6) When all items are added to your cart, click **Proceed to Checkout**. This will bring you to the payment verification screen.
- 7) Select **Process** when ready to prompt for credit card payment details. Payments are processed through PayPal, but you are not required to login to PayPal to submit this transaction. If you do not have a PayPal account, you can **checkout as a guest**.
- 8) Continue to finalize the transaction. You will receive an emailed receipt for your payment.
- 9) Please make sure that the Student has also [joined their AP Class section](#) for the course they would like to take the exam for, this will ensure that their AP Exam order is completed. If you have additional questions please contact your school's AP Coordinator. Thank you!