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).

https://bit.ly/JISRegistration20



Complete Fee Payment Process For Returning & New Students:

<u>New Tuition Fee Payment</u> - \$75 flat per family, from Preschool to Level 11 (Applies to both members and non-members, faculty and volunteers).

Once you fill in all the required information & registration is complete, log into your Orbund Online Portal 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.

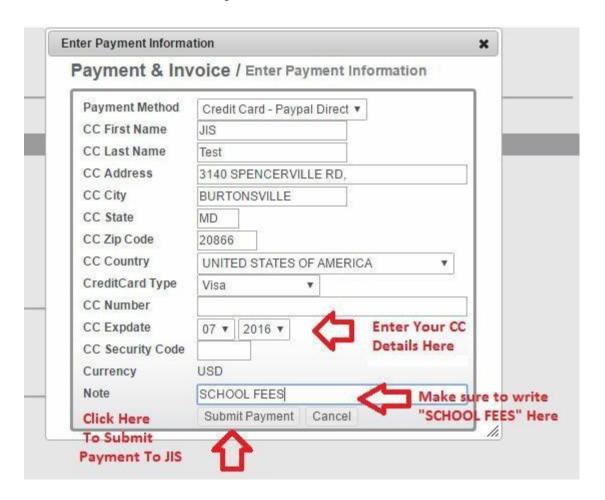
1-Click on "Payment & Invoice" under the left menu option "Tuition & Fees"



- 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



- 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".



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

Thank you,

JIS Administration