



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

- 1) Login to [Q Parent Portal](#)
- 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' 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.

- 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 'Online Purchase Payments' screen in ParentConnection. At the top, it says 'Conejo Valley USD' and 'Online Purchase Payments'. Below that, it shows 'Account Name' and 'PIN' fields. The 'Student' dropdown is set to 'High School'. The 'Item' dropdown is set to 'AP US Government & Politics Exam (Amount: \$105.00)'. The 'Quantity' is set to 1. The 'Item Total Amount' is \$105.00. There are 'Add To Cart' and 'Reset' buttons. Below this is a 'Shopping Cart' section with a 'Proceed to Checkout' button and a 'Cancel Transaction' button. A table below shows '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.
- 8) Continue to finalize the transaction. You will receive an emailed receipt.
- 9) Please make sure that the Student has also selected their exam decision as "Yes" within their Course Registration at AP College Board, this will ensure that their AP Exam order and payment are complete. If you have additional questions please contact your school's AP Coordinator. Thank you!