

How do I pay ECA fees?

1. **Log in.**
2. Register, if this is the first time you are paying ECA fees online.
 - On the right of the Extracurricular Activity Fees page, click the Register link.
 - Fill in the requested information, including user name and password.
 - Click the Submit button. **Processing may take 30 seconds.**
3. Shop for the ECA fee.
 - On the Extracurricular Activity Fees page, click the Add to Cart button.
 - If you are paying ECA fees for more than one student, click the Continue Shopping button to add a cart (row) for each student.
4. Add student information **for each student.**
 - Below the Your Shopping Cart title, click the Student Information link.
 - Do the following for each student, one student at a time:
 - In the Select column, click the check box.
 - In the Item Information column, click the picture icon.
 - Enter the student ID and first 4 characters of the student's last name.
 - Click the Apply button.
 - In the blue bar at the top of the page, click the Shopping Cart words to return to the Your Shopping Cart page.
5. Check out.
 - Click either Checkout button.
 - Provide shipping and billing information, clicking the Continue Checkout button to go to the next page.
6. Review and place your order by clicking the Place Order button once. You may be charged twice for double clicking. **Processing may take 30 seconds.**
7. Print your confirmation, which includes your order number.
8. If you get an error message, follow the directions on the message or call the ECA office at 301-517-5000.
9. Check your e-mail program for an e-mail receipt with "Workflow Mailer from PFMS" as the subject.

For more information about paying the ECA fee and more detailed step-by-step instructions, refer to the [ECA user's guide](#).