



New Lenox School District 122

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Lori R. Motsch, Ed.D., Superintendent

NLSD122 Online Payments

NLSD122 is now collecting all online payments through our Web Store (*Online payment system hosted by RevTrak and connected to PowerSchool*). All school payments (lunches, registration, activity fees, miscellaneous purchases) are now conveniently located all in one online payment system. To access the system, please review the below instructions.

If you have any trouble, please call the NLSD122 District Office at (815) 485-2169 or email us at Payments@nlsd122.org.

How to make online payments:

1. Log into your NLSD122 PowerSchool account at <https://powerschool.nlsd122.org>.
If you do not know your login credentials, please email us at ps_questions@nlsd122.org.
2. In the left margin, find and then click on "Balance".
3. Click on the "Make a Payment" button located in the upper right-hand corner of your PowerSchool balances screen. This will take you to the NLSD122 Web Store to complete your transaction. You will be able to view your student's accounts and fees in the Web Store.
4. Click on the payment items you are trying to pay and the system will add them to your Web Store cart.
5. Once finished selecting your items, click "Checkout" in the cart. The system will prompt you to "Log in to the Web Store" in order to finalize your transaction. Use your Web Store username and password or "[create a new account](#)" (instructions are provided online regarding how to create a new account, however, if you need assistance, please contact the NLSD122 District Office).
6. The system will finalize your order and generate a receipt.
7. You should now be able to see the payment reflected in your PowerSchool balances (log out of the Web Store, go back to your PowerSchool account, refresh your browser and then you should see the new updated balance reflecting the payment you just made).