

How to Pay Your Family Fees

Roles that Have Access: Anyone with a link to the Hubbe Parent Portal

Hello Parents! The Hubbe Parent Portal offers a simple and convenient way to access your bills and payments for your child care fees. The “Bills and Payments” record in your Parent Portal account will include your family’s fee plan, your current charges, billing statements, and any other child care receipts (OCCRs) you’ve uploaded as payment for a fee. The billing statement downloads offer a detachable bottom that you can provide with your mailed or turned in payments. Your agency may also allow online payments through PayPal, which you can make right from your “Bills and Payments” record. This instruction sheet will explain how to navigate and use your “Bills and Payments” record in your Parent Portal account.

Table of Contents

Bills and Payments Record

Navigating to Bills and Payments.....	1
Overview of Bills and Payments.....	3
• Fee Plan.....	3
• Current Charges.....	4
• Billing Statements.....	5
• Other Child Care Receipts.....	8

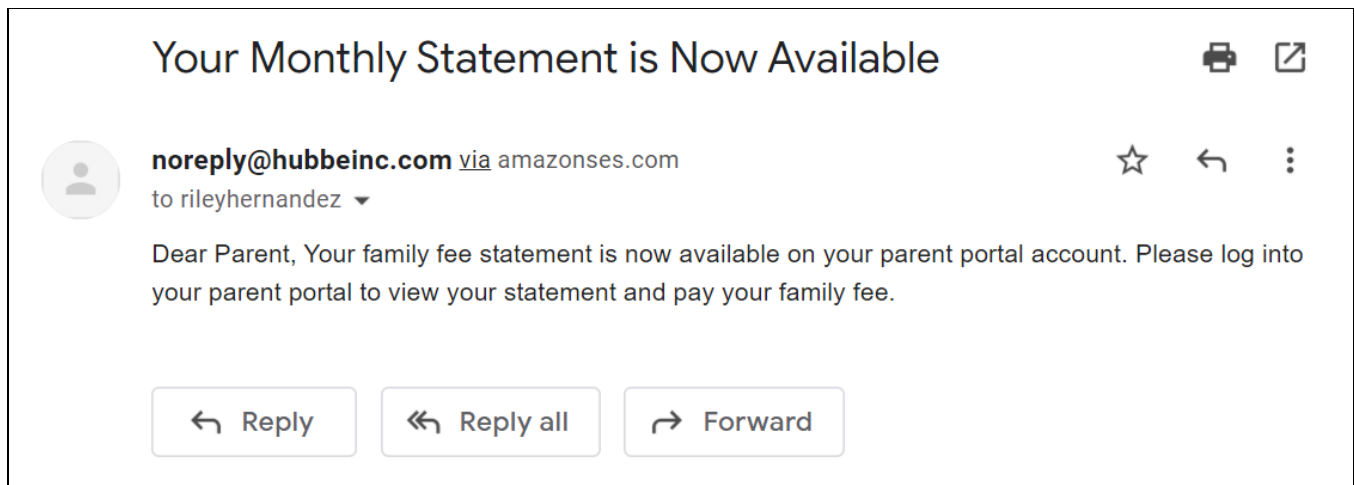
Make a Payment

How to Make a Payment Online.....	9
How to Make a Payment Offline.....	15
How to Upload OCCRs.....	17

Navigating to Bills and Payments

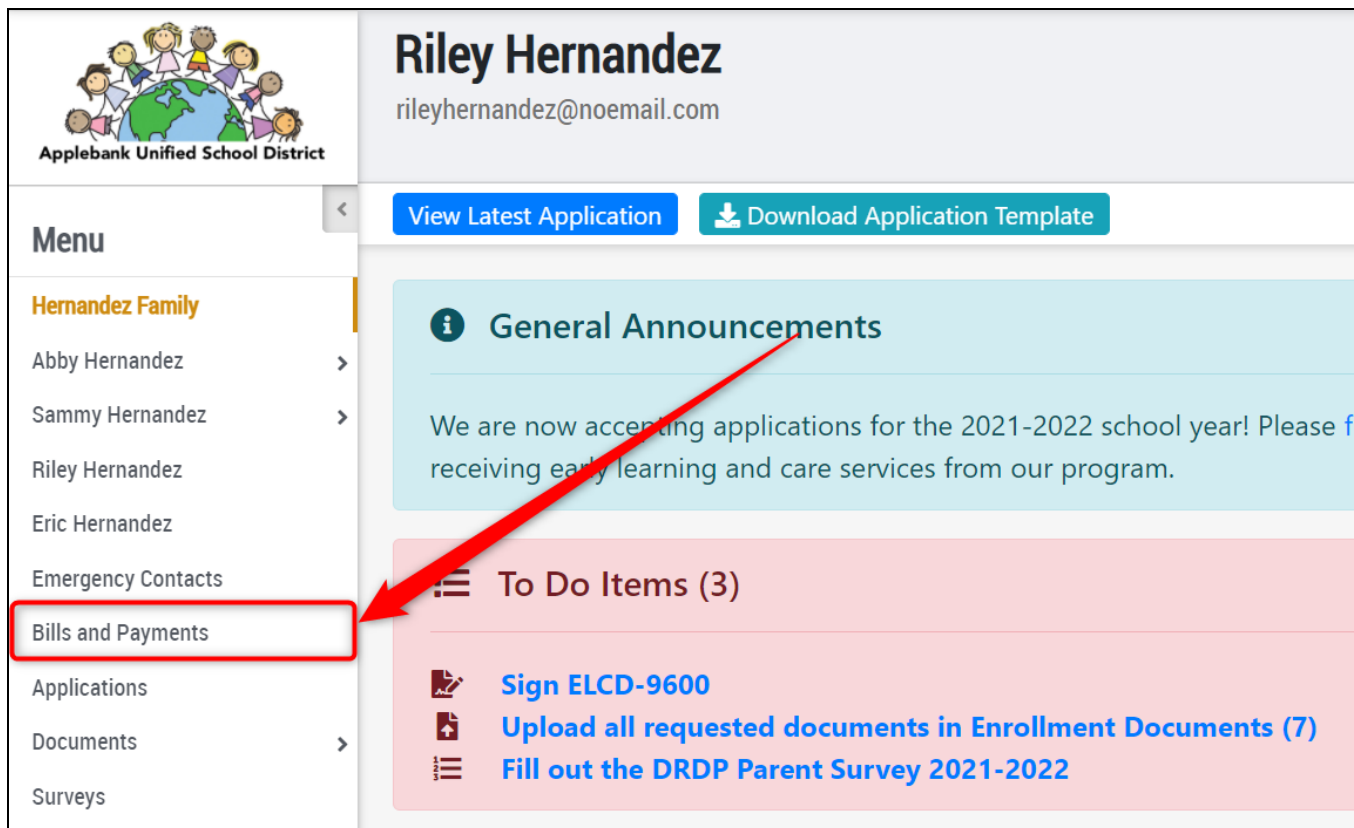
1

When your monthly statements become available, you will be sent an automatic email from your agency notifying you that your fees have been posted to your Hubbe Parent Portal account, such as in the example image below.



2

To navigate to the record in your Hubbe Parent Portal account where you can manage and view your family fees, select "Bills and Payments" in the Menu.



Bills and Payment

Amount Due

\$334.00

[Make a Payment](#)[Download Your Statement](#)[Upload other child care receipts \(OCCRs\)](#)**Fee Plan**[Current Charges](#)[Billing Statements](#)[Other Child Care Receipts](#)**Account Number**

HH16297211

Family Name

Hernandez Family

Student

Abby Hernandez [Click to view Schedules](#)

Sammy Hernandez [Click to view Schedules](#)

Fee Plan**CDE Family Fee Schedule 21-22**

Amount: \$334.00

Start Date: 7/1/2021

End Date: 6/30/2022

Frequency: Monthly

Child Name: Abby Hernandez

Overview of Bills and Payments

The “Bills and Payments” record in your Hubbe Parent Portal account brings all your family fee information to one, easy place. Your family’s fee plan, current charges, billing statements, and OCCRs (if applicable) are organized into tabs for simple viewing. You can also make a payment right from your portal account if your agency has enabled online payments.

Bills and Payment

Click to make your payment online, right from your parent portal account

Amount Due
\$334.00

[Make a Payment](#)[Download Your Statement](#)

[Upload other child care receipts \(OCCRs\)](#)

Fee Plan

Current Charges

Billing Statements

Other Child Care Receipts

Account Number	Family Name	Student
HH16297211	Hernandez Family	Abby Hernandez Click to view Schedules
		Sammy Hernandez Click to view Schedules

Fee Plan

The first tab displayed on the Bills and Payments record is the “Fee Plan.” The Fee Plan is designed to bring you family fee information in a very accessible format so you can easily view the details behind your fee amounts.

At the top of the tab, family information will be displayed, including the family’s household record ID in Hubbe, the family name, and the students along with their schedule details.

Fee Plan

Current Charges

Billing Statements

Other Child Care Receipts

Account Number	Family Name	Student
HH16297211	Hernandez Family	Abby Hernandez Click to view Schedules
		Sammy Hernandez Click to view Schedules

Fee Plan

CDE Family Fee Schedule 21-22

Amount: \$334.00	Start Date: 7/1/2021	End Date: 6/30/2022
Frequency: Monthly	Child Name: Abby Hernandez	

The Fee Plan contains the list of fees assigned to your family based on the student schedules. The grid will display the fee names, amounts, start and end dates, frequency, contracts, and fee levels. The grid will also display the family, student, and session associated with each fee in the fee plan.

In the example below, the Hernandez Family will be charged \$344 each month during the school year for the schedule-level fee assigned to Abby Hernandez for her full-day session.

Fee Plan | Current Charges | Billing Statements | Other Child Care Receipts

Account Number	Family Name	Student
HH16297211	Hernandez Family	Abby Hernandez Click to view Schedules
		Sammy Hernandez Click to view Schedules

Fee Plan

CDE Family Fee Schedule 21-22

Amount: \$334.00	Start Date: 7/1/2021	End Date: 6/30/2022
Frequency: Monthly	Child Name: Abby Hernandez	

Current Charges

The “Current Charges” tab contains all your outstanding fees that still need to be paid. Each fee charge will be listed and totaled to the “Total Due” amount so you can easily view what you owe.

Fee Plan | **Current Charges** | Billing Statements | Other Child Care Receipts

Summary Of Current Charges

Description	Student	Due	Amount
CDE Family Fee Schedule 21-22 (Full Time)	Abby Hernandez	9/1/2021	\$334.00
Total Due:			\$334.00

You can easily view the individual charges and the total due

Billing Statements

The “Billing Statements” tab contains your statements for each billing period, which you can view in more detail or download. Every billing statement will include a detachable portion that you can provide with your payments if being mailed or handed in. In this tab, you can also download your yearly tax document containing the child care payments you made during the selected year.

The screenshot shows the 'Billing Statements' tab selected. It features a section for 'Annual Child Care Payments (Tax Document)' with a 'Select Year' dropdown set to '2021' and a 'Download' button. Below this is a table with two columns: 'Billing Period' and 'Download'. The table lists four billing periods: September 2021, June 2021, May 2021, and April 2021, each with a corresponding download link for a PDF statement. A red box highlights the 'Annual Child Care Payments' section and the table.

Billing Period	Download
September 2021	September 2021 Billing Statement Pdf
June 2021	June 2021 Billing Statement Pdf
May 2021	May 2021 Billing Statement Pdf
April 2021	April 2021 Billing Statement Pdf

To view a billing statement in more detail, simply click the “Billing Period.” A pop-up modal will appear in which the family’s payments and transactions will be listed for that billing period.

This screenshot is similar to the first one, but with a red arrow pointing to the 'June 2021' entry in the 'Billing Period' column of the table. The 'June 2021' entry is also highlighted with a red box. The 'Annual Child Care Payments' section is also visible.

Billing Period	Download
September 2021	September 2021 Billing Statement Pdf
June 2021	June 2021 Billing Statement Pdf
May 2021	May 2021 Billing Statement Pdf

View Billing Statement

Billing Statement - June 2021

Applebank USD

ACCOUNT # HH16297211

Statement # BST16394230

Date 4/12/2021

From

Applebank USD
80 East Streets, Suite 500
Apple Valley, CA, 97219
5555555555
info@applebankusd.edu

To

Hernandez Family
232 Vista Mar
Mapleton, CA, 90001-4528
(555) 359-6620
rileyhernandez@noemail.com

Payment ID	Payment Status	Payment Method	Payment Date	Payment Amount	Amount Allocated
PY16477749	Fully Allocated	Check - 1006	3/22/2021	\$9,100.00	\$9,100.00
PY17597280	Fully Allocated	OCCR	3/24/2021	\$4,000.00	\$4,000.00

Transaction ID	Transaction Description	Transaction Date	Due Date	Amount Due	Payment	Credit	Balance Due
FF10586518	Bus Fee - April	3/4/2021	4/1/2021	Waived - The parents will not be needing bus services.			\$45.00
	Adjustment - The parents will not be needing bus services.	3/4/2021		\$0.00			\$0.00
FF10065426	T-Th Full Day Pre-K Fee	3/4/2021	4/1/2021	\$2,800.00			\$2,800.00
PY16477749	Check - 1006	3/22/2021		\$2,800.00			\$0.00

Close

To download a billing statement, click the link in the “Download” column on the right side of the grid for the applicable billing period.

Fee Plan

Current Charges

Billing Statements

Other Child Care Receipts

Annual Child Care Payments (Tax Document) ?

Select Year

2021

Download

Billing Period

Download

September 2021	September 2021 Billing Statement Pdf
June 2021	June 2021 Billing Statement Pdf
May 2021	May 2021 Billing Statement Pdf

Billing Statement - September 2021
Applebank USD

ACCOUNT # HH16297211
Statement # BST17156619
Date 8/19/2021

From Applebank USD 80 East Streets, Suite 500 Apple Valley, CA, 97219 5555555555 info@applebankusd.edu	To Hernandez Family 232 Vista Mar Mapleton, CA, 90001-4528 (555) 359-6620 rileyhernandez@noemail.com
--	--

Payment ID	Payment Status	Payment Method	Payment Date	Payment Amount	Amount Allocated
No Payments Made					

Transaction ID	Transaction Description	Transaction Date	Due Date	Amount Due	Payment	Credit	Balance Due
FF17154667	CDE Family Fee Schedule 21-22 (Full Time)	8/19/2021	9/1/2021	\$334.00			\$334.00
Total Due:							\$334.00

Current	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	Over 90 Days Past Due	Amount Due
\$334.00	\$0.00	\$0.00	\$0.00	\$0.00	\$334.00

Remittance (Please Detach and return this portion of the statement with payment)

Reminder: Please include the statement number on your check

Family ID/Account Number: HH16297211
Statement Number: BST17156619
Date: _____
Amount Due: \$334.00
Amount Enclosed: _____

Please make checks payable to **Applebank USD**

To download your tax document containing all your child care payments for the selected year, first select the year and then click "Download."

Fee Plan
Current Charges
Billing Statements
Other Child Care Receipts

Annual Child Care Payments (Tax Document) ?

Select Year

2021
1

Download
2



Tax Form | 2021

Child Care Payments

Applebank USD | 1/1/2021 - 12/31/2021

Family Information

Family Name Hernandez Family	Family ID HH16297211
Street Address 232 Vista Mar	Parent A Riley Hernandez
City, State, ZIP Mapleton, CA 90001-4528	Parent B Eric Hernandez
Main Contact Phone	Students Abby Hernandez
Main Contact Email	Other Children

Payment Information

Total Family Fee Payments Made to Applebank USD in 2021: \$21,600.00
Applebank USD District Tax ID #: 274271701

Agency Contact Information



Street Address 80 East Streets Suite 500	Phone Number 5555555555
City, State, ZIP Apple Valley, CA 97219	Email info@applebankusd.edu

All Payments Made in 2021

Payment ID	Payment Method	Payment Date	Payment Amount
PY17597280	Other Child Care Receipts (OCCRs)	3/24/2021 5:59 PM	\$4,000.00
PY16378746	Credit/Debit	3/24/2021 4:36 PM	\$4,000.00
PY15225406	Credit/Debit	3/24/2021 3:20 PM	\$2,000.00

Other Child Care Receipts

If you have uploaded OCCRs, they will be recorded in this tab. You can edit an OCCR upload before it is approved by clicking the pencil icon, or delete an OCCR upload by clicking the trash can icon.

Fee Plan	Current Charges	Billing Statements	Other Child Care Receipts		
Actions	Statement	Receipt	Note	Status	
 	June 2021	Hernandez Family June 21 OCCRs.docx		Uploaded	

Edit

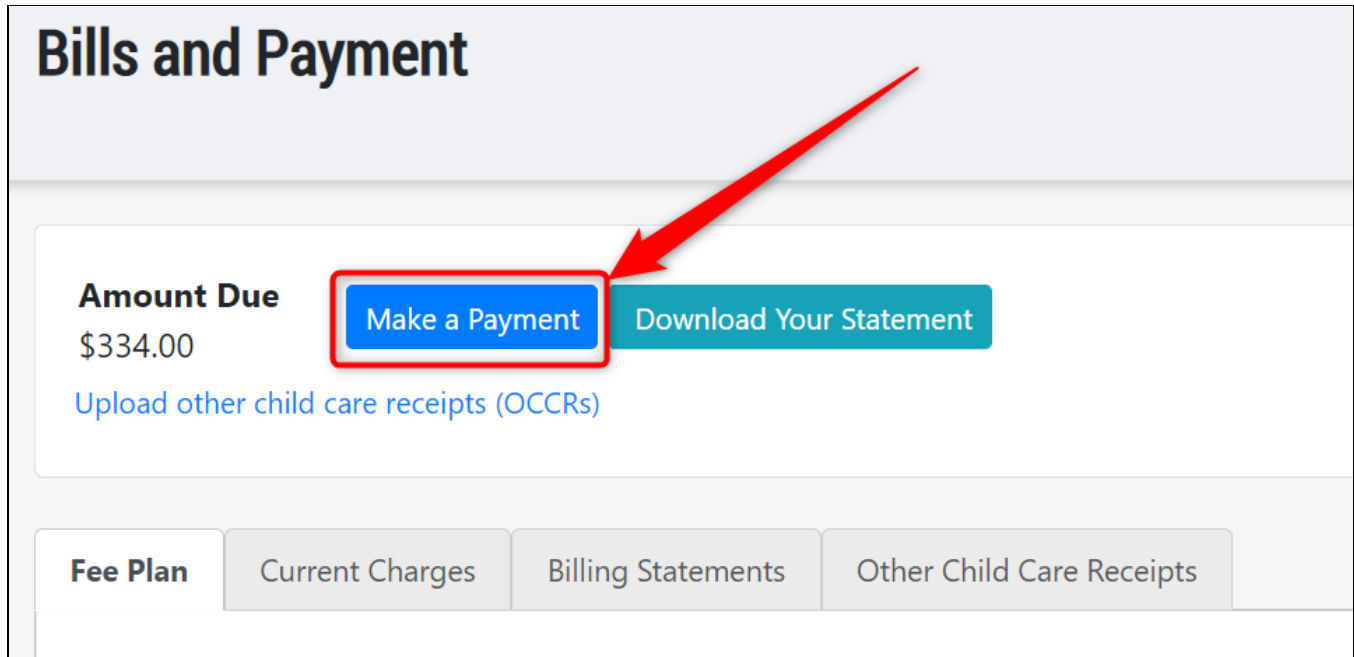
Delete

The billing statement that the OCCR upload is being applied to will be listed in the “Statement” column. The “Status” column will display “Uploaded” until an agency administrator has approved the OCCR upload, in which case the status will then be “Approved” and your “Amount Due” near the top of the Bills and Payments record will be updated accordingly.

Bills and Payment					
Amount Due \$0.00		No Payment Due	Download Your Statement		
Fee Plan	Current Charges	Billing Statements	Other Child Care Receipts		
Actions	Statement	Receipt	Note	Status	
	September 2021	Hernandez Family September 21 OCCRs.docx		Approved	

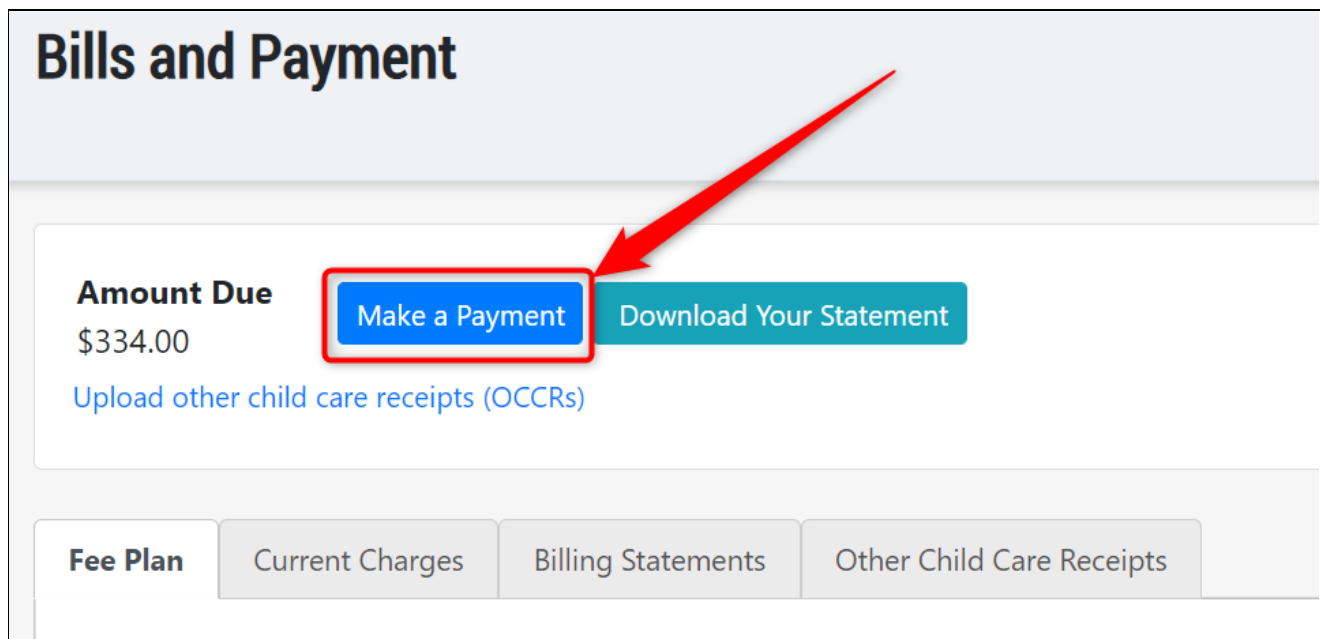
How to Make a Payment Online

If your agency has enabled online payments via PayPal, you can easily make a payment right from your Hubbe Parent Portal account. You will notice a blue “Make Payment” button at the top of your “Bills and Payments” record if your agency has permitted online payments through PayPal. Please note that you do not need to create a PayPal account to pay online.




1


To make an online payment for your family fees, click the blue “Make Payment” button near the top of the record. The “Amount Due” will be the total amount of your family’s outstanding fees that you owe the agency for your child care services.



2

You will be directed to the “Make a Payment” platform where you can make an online payment powered by Paypal. If you would like to leave this page, you can either click the blue “Cancel” button at the top of the record, or click the three horizontal lines icon -  - to reveal your portal menu and navigate to another record.

Make a Payment



Click to reveal your portal menu


Cancel

One-Time Payment

* Required Fields

Family Account	Current Balance	Amount
HH16297211	\$344.28 <small>*Includes \$0.30 + 2.9% Transaction Fee for Online Payments</small>	* 344.28

PayPal

 Debit or Credit Card

Powered by PayPal

In the “One-Time Payment” section, your Family Account will be listed along with the total amount due to your agency under “Current Balance” and the “Amount” field which you can enter the amount you’d like to pay towards your fees at this time.

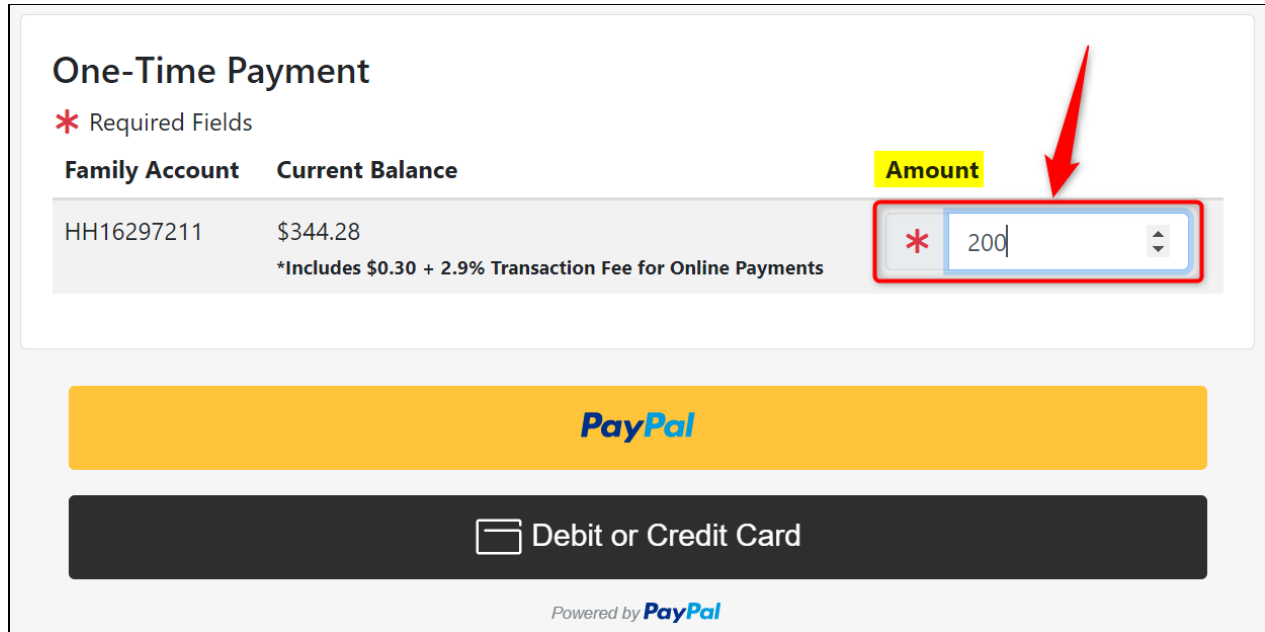
One-Time Payment

* Required Fields

Family Account	Current Balance	Amount
HH16297211	\$344.28 <small>*Includes \$0.30 + 2.9% Transaction Fee for Online Payments</small>	* 344.28

3

Enter the amount you would like to pay at this time in the “Amount” field. The value will pre-populate with the total due, displayed as the “Current Balance.” However, you can pay only a portion at this time and pay the rest at a later date before your fees are due.



One-Time Payment

* Required Fields

Family Account	Current Balance	Amount
HH16297211	\$344.28 <small>*Includes \$0.30 + 2.9% Transaction Fee for Online Payments</small>	* 200

PayPal

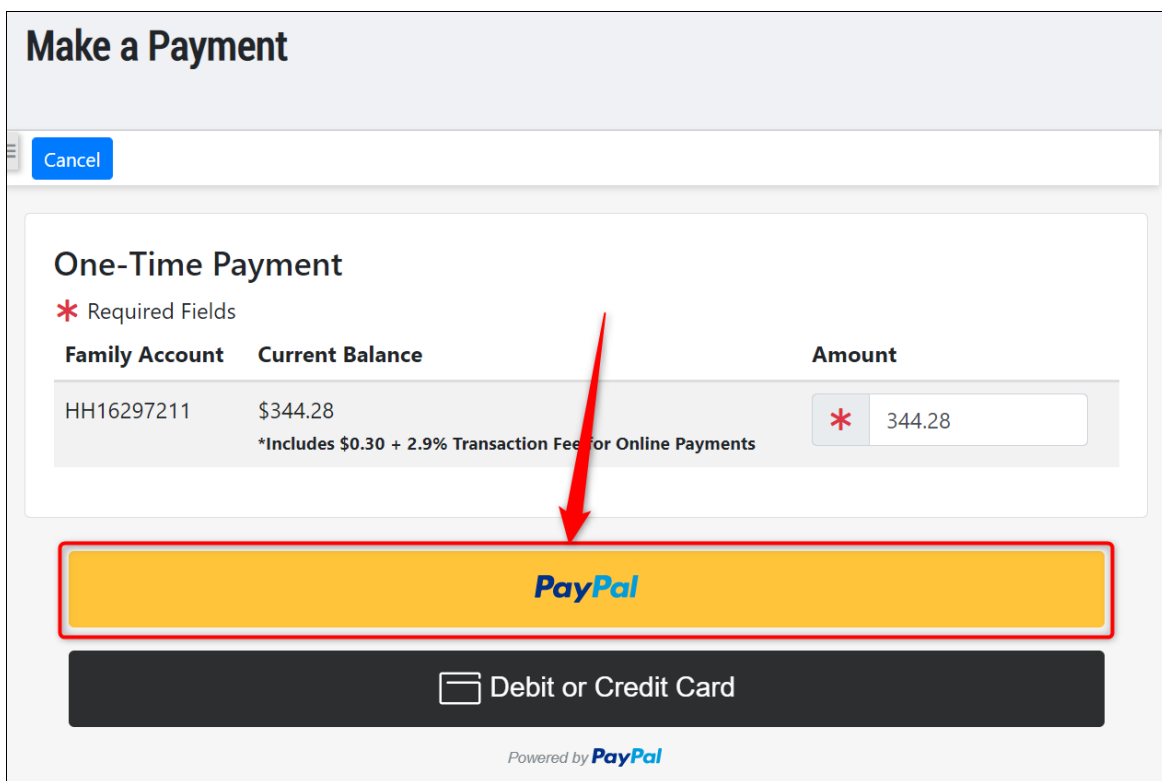
Debit or Credit Card

Powered by **PayPal**

4

Next, click either the “Paypal” button or the “Debit or Credit Card” button to make your payment. If you have a PayPal account or would like to create one at the time of payment, you can easily pay with PayPal by clicking the “Paypal” button. If you do not have a PayPal account and you would rather checkout as a guest to the service, click the “Debit or Credit Card” button.

PayPal: To make a payment using your PayPal account, click the “PayPal” button.



Make a Payment

Cancel

One-Time Payment

* Required Fields

Family Account	Current Balance	Amount
HH16297211	\$344.28 <small>*Includes \$0.30 + 2.9% Transaction Fee for Online Payments</small>	* 344.28

PayPal

Debit or Credit Card

Powered by **PayPal**

Follow the instructions in the PayPal pop-up modal to make your payment.

The screenshot shows the PayPal checkout page in a Google Chrome browser. The address bar shows the URL: `sandbox.paypal.com/checkoutnow?sessionID=b491f2b29e_mtk6ntc6m...`. The page title is "Log in to your PayPal account - Google Chrome". The main heading is "Pay with PayPal" with the subtext "Enter your email or mobile number to get started." Below this, there is a text input field containing "rileydono@noemail.com" and a blue "Next" button. A red circle with the number "1" is next to the input field, and a red circle with the number "2" is next to the "Next" button. Below the "Next" button, there is a link "or" and a button "Pay with Debit or Credit Card". A red callout box points to the "Pay with Debit or Credit Card" button with the text: "Other option: Clicking this button will allow you to pay without a PayPal account". At the bottom, there are links for "Contact Us", "Privacy", "Legal", and "Worldwide".

Debit or Credit Card: To make an online payment without a PayPal account, click the “Debit or Credit Card” button powered by PayPal.

The screenshot shows the "Make a Payment" modal. At the top, there is a "Cancel" button. Below it, the heading "One-Time Payment" is followed by a red asterisk and the text "Required Fields". A table displays the payment details:

Family Account	Current Balance	Amount
HH16297211	\$344.28	* 344.28

Below the table, there is a note: "*Includes \$0.30 + 2.9% Transaction Fee for Online Payments". A large red arrow points from the "PayPal" button (a yellow button with the PayPal logo) to the "Debit or Credit Card" button (a dark gray button with a card icon and the text "Debit or Credit Card"). The "Debit or Credit Card" button is highlighted with a red border. At the bottom, it says "Powered by PayPal".

Enter your payment information in the fields that appear and then click “Pay Now.” *Note: The following payment information used is strictly for demo purposes and is not real.*

Debit or Credit Card

1

Card number

4032 0388 2700 4197

Expires

08 / 24

CSC

105

Billing address

First name

Riley

Last name

Hernandez

ZIP code

90001

Mobile

+1 (555) 432-2345

Email

rileyhernandez@noemail.com

2


3

Pay Now

Powered by **PayPal**

5

After submitting your payment, you will be directed to the payment confirmation page providing you transaction details. A record of your payment will be immediately added to your agency’s family fees management record. Click “Finish” to return to your portal account.



Payment Complete

Thank you, your payment has been sent.

Transaction Details

Payment ID	68D85256EY829403Y
Payment Date	8/19/2021 5:49 PM
Payment Type	PayPal
Payment Amount	\$344.28

Finish

6

You will be directed back to your “Bills and Payments” record. When you have paid all your outstanding family fees, the payment button will be disabled and read “No Payment Due.”

Bills and Payment

Total due is updated

Amount Due
\$0.00

No Payment Due

Download Your Statement

Fee Plan

Current Charges

Billing Statements

Other Child Care Receipts

Summary Of Current Charges

Description	Student	Due	Amount
		Total Due:	\$0.00

Current charges are also updated

7

Repeat steps 1-6 for each one-time online payment you would like to make in your Parent Portal account.

How to Make a Payment Offline

If your agency has not enabled online payments or if you'd rather mail/hand in your payment, you can easily attain a remittance stub to include with your payment.

1

To make a payment offline, as in by mail or hand-in, you can attain a remittance stub at the bottom of your billing statement. Simply click the “Download Your Statement” at the top of the record, or click the download link for the applicable billing period in the “Billing Statements” tab.

Bills and Payment

Amount Due
\$334.00
[Upload other child care receipts \(OCCRs\)](#)

[Make a Payment](#) [Download Your Statement](#)

Fee Plan | Current Charges | **Billing Statements** | Other Child Care Receipts

Annual Child Care Payments (Tax Document) ?

Select Year
2021
[Download](#)

Billing Period	Download
September 2021	Download September 2021 Billing Statement Pdf
June 2021	Download June 2021 Billing Statement Pdf
May 2021	Download May 2021 Billing Statement Pdf



2

In the statement download, the bottom will have a detachable remittance portion that you can include with your payment.

Billing Statement - September 2021
Applebank USD

ACCOUNT # HH16297211
Statement # BST17156619
Date 8/19/2021

From	To
Applebank USD 80 East Streets, Suite 500 Apple Valley, CA, 97219 5555555555 info@applebankusd.edu	Hernandez Family 232 Vista Mar Mapleton, CA, 90001-4528 (555) 359-6620 rileyhernandez@noemail.com

Payment ID	Payment Status	Payment Method	Payment Date	Payment Amount	Amount Allocated
No Payments Made					

Transaction ID	Transaction Description	Transaction Date	Due Date	Amount Due	Payment	Credit	Balance Due
FF17154667	CDE Family Fee Schedule 21-22 (Full Time)	8/19/2021	9/1/2021	\$334.00			\$334.00
Total Due:							\$334.00

Current	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	Over 90 Days Past Due	Amount Due
\$334.00	\$0.00	\$0.00	\$0.00	\$0.00	\$334.00

Remittance (Please Detach and return this portion of the statement with payment)

Reminder: Please include the statement number on your check

Family ID/Account Number:	HH16297211
Statement Number:	BST17156619
Date:	
Amount Due:	\$334.00
Amount Enclosed:	

Please make checks payable to **Applebank USD**

3

Enter the date of the payment and amount enclosed in the payment. If you are paying by check, the remittance portion will instruct you who to make the check out to at the bottom.

Remittance (Please Detach and return this portion of the statement with payment)

Reminder: Please include the statement number on your check

Family ID/Account Number:	HH16297211
Statement Number:	BST17156619
Date:	
Amount Due:	\$334.00
Amount Enclosed:	

Please make checks payable to **Applebank USD**

4

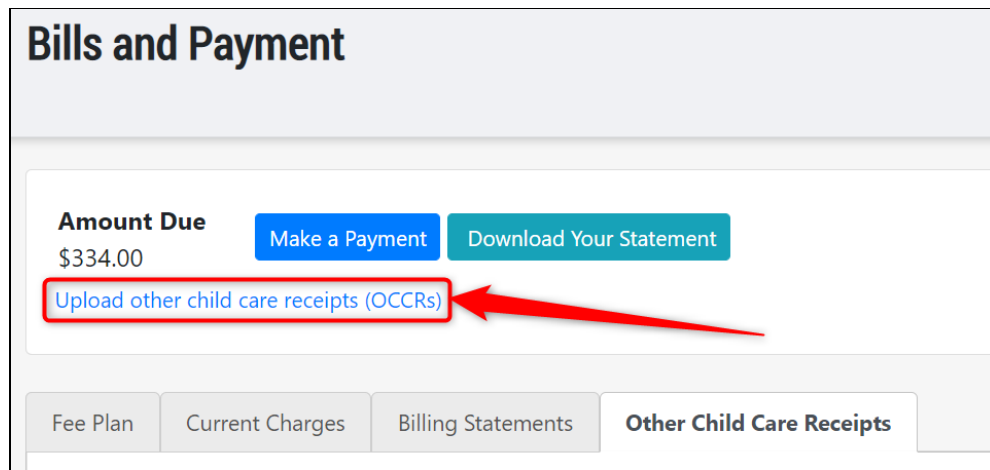
Your payment will be reflected in your parent portal once an agency administrator has recorded the payment in the agency's family fees records in Hubbe. Please contact your agency if you have any issues with your payments.

How to Upload OCCRs

If you have Other Child Care Receipts (OCCRs) that you would like to upload towards your child care fees for a billing period, you can easily do so right from your Hubbe Parent Portal account. Your uploads will be sent directly to your agency administrators and must be approved by agency administrators before they are recorded as a payment (or credit) towards your month's family fees.

1

To upload OCCRs, click the link titled “Upload other child care receipts (OCCRs)” below the *Amount Due* near the top of the “Bills and Payments” record.



Bills and Payment

Amount Due
\$334.00

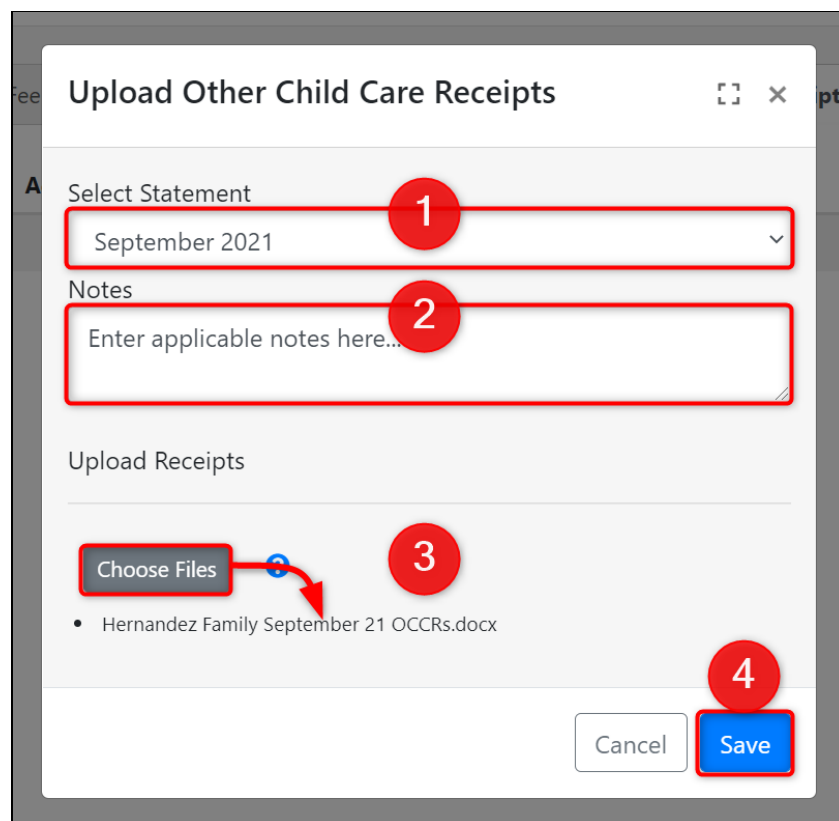
[Make a Payment](#) [Download Your Statement](#)

[Upload other child care receipts \(OCCRs\)](#)

[Fee Plan](#) [Current Charges](#) [Billing Statements](#) [Other Child Care Receipts](#)

2

In the “Upload Other Child Care Receipts” pop-up modal, you must first select the statement you would like to apply the OCCRs to. Enter applicable notes, if desired, and attach the OCCRs by clicking “Choose Files.” When you are done, click “Save.”



Upload Other Child Care Receipts

Select Statement 1
September 2021

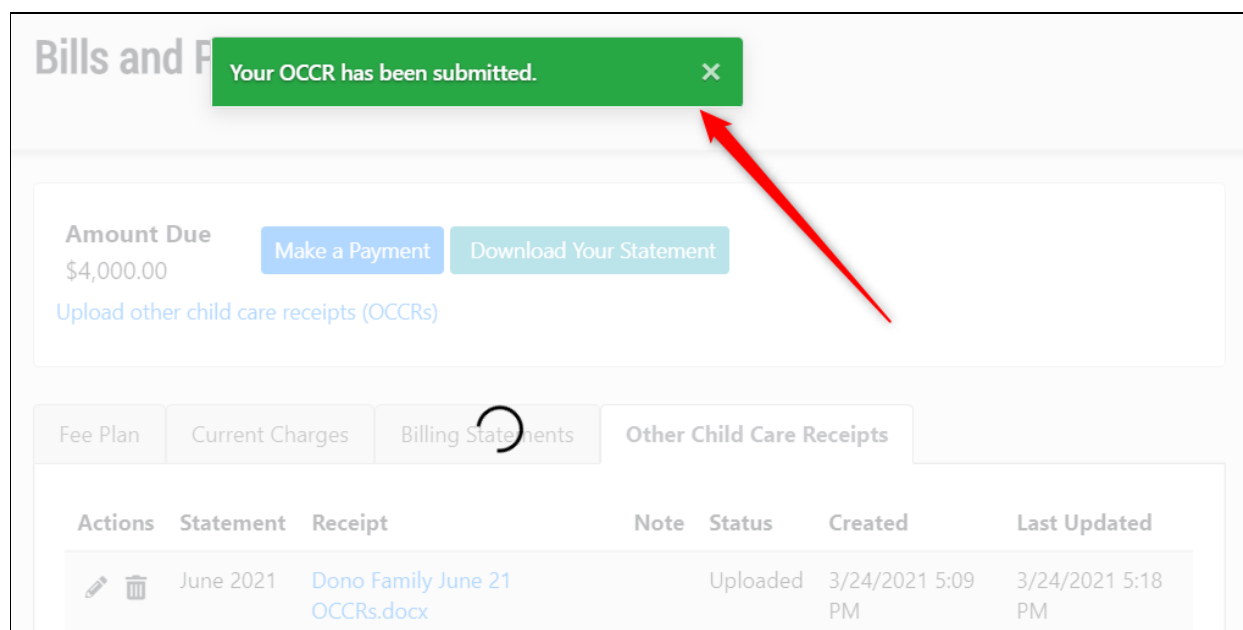
Notes 2
Enter applicable notes here...

Upload Receipts

Choose Files 3
• Hernandez Family September 21 OCCRs.docx

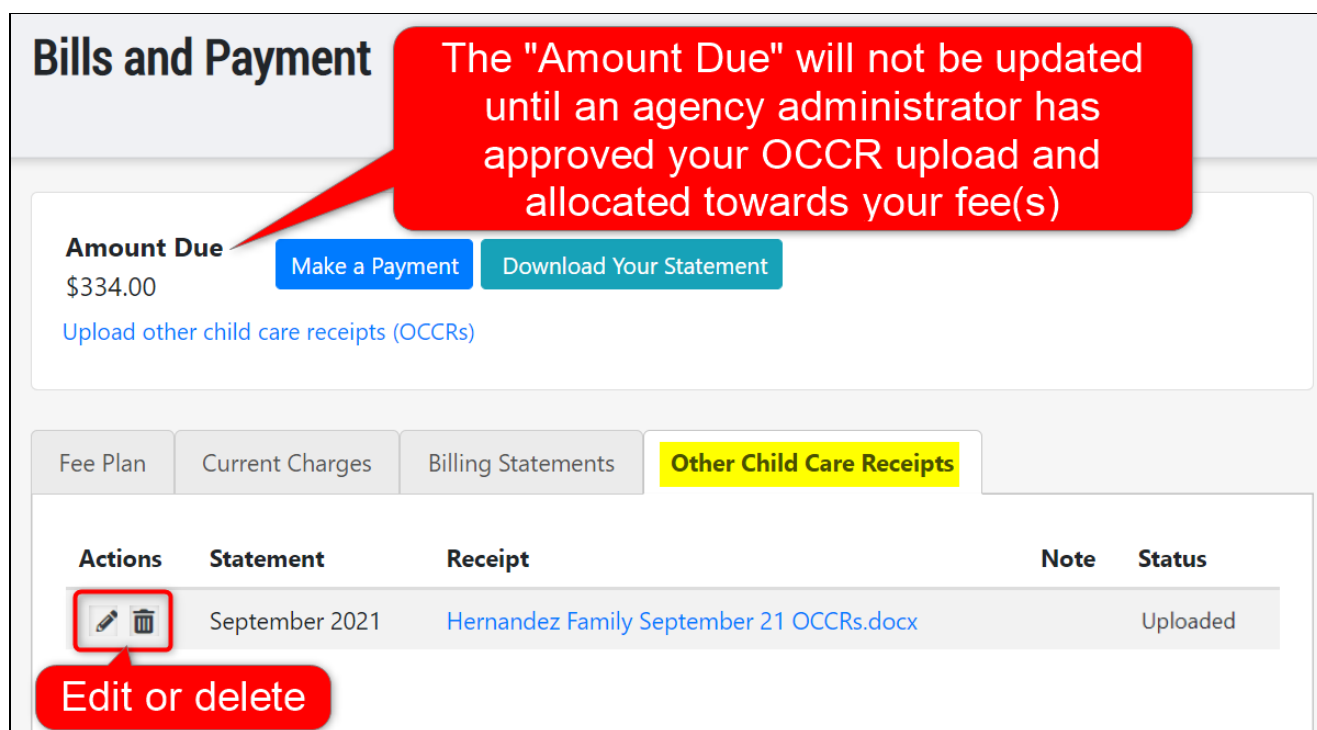
Cancel Save 4

After clicking “Save,” you should see a green toast notification appear at the top of your screen confirming that your OCCR has been uploaded. If you don’t have an internet connection, a red “Error” toast notification will appear at the top of your screen instead. If this happens to you, please check your internet connection before continuing.



3

Your OCCR upload will be added to your “Other Child Care Receipts” tab where you can click the pencil icon to edit the OCCR upload, or click the trash can icon to delete the OCCR upload. Please note that the “Amount Due” displayed in the top card of the Bills and Payments record will not be updated until an agency administrator has approved your OCCR upload. Please contact your agency with any issues regarding your OCCRs.



Once the OCCR upload is approved by agency administrators, the status of the OCCR will display “Approved” and your “Amount Due” will be updated accordingly.

Bills and Payment

Amount Due
\$0.00

No Payment Due

Download Your Statement

Fee Plan

Current Charges

Billing Statements

Other Child Care Receipts

Actions	Statement	Receipt	Note	Status
	September 2021	Hernandez Family September 21 OCCRs.docx		Approved

4

Repeat steps 1-3 for each of your OCCR uploads. **Note:** An OCCR upload can only be used as credit for the billing period you select. If you paid more for outside child care than your family’s fee rate, the additional amount paid does NOT carry over to the next billing period.