

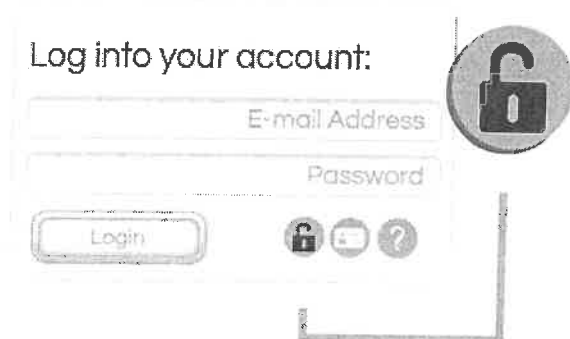
# Introducing... SchoolPay®

SchoolPay is the safest and easiest way to electronically pay for school-related fees. Eliminate last minute check-writing hassles and lost cash. SchoolPay allows parents to pay for items across many school departments and school non-profits from a unified checkout.

## Registration

Go to [schoolpay.com](http://schoolpay.com)...

Log into your account:



1. Click the unlock icon
2. Enter your email address

### 3. **Email In System** - Or -

A reset link will be emailed to you. Click the link, select a new password, and you're all set! Your children will be in your account.

### **Email Not In System**

You will be guided through creating an account. You will need:

- Student's ID Number
- School Site Name

# Making Payments

## Item Organization



General School Payment Items appear under the tab with the school icon. School payment items are further organized by student so that you only find items relevant to each child.


If your school uses SchoolPay's Food Service Dashboard you will find everything pertaining to your entire family's food service account from the tab with the piggy bank.

## Combining Items

The shopping cart icon with the plus sign adds an item to your cart. Any number of items may be combined into a one check-out session, with the exception of recurring payment series. Those must be paid for individually.

## History

Access your payment history from two locations:

1. From your user name pull down menu, select **My Orders** 
2. From the main menu bar select **Payments**, then **Purchase History**. There is a quick view of your most recent purchases, or a link to your full history where reporting is available.

## Support



[support@schoolpay.com](mailto:support@schoolpay.com)



888.88.MYPAY (69729)

**Hours:** Monday - Friday

7AM - 7PM Central

*\*Afterhours, weekend, and holiday support by email*

Specific questions about items should go directly to the school department that supports those payments.

## Security

SchoolPay is a Level-1 Payment Service Provider. As such, we are independently audited annually. Your payment information is being managed according to the highest Payment Card Industry Data Security Standards (PCI-DSS).