



PaySchools User Guide

Table of Contents

[Accessing PaySchools \(p. 3\)](#)

[Selecting Your Items \(p.4\)](#)

[Signing In \(p.5\)](#)

[Adding Students \(p.7\)](#)

[Method of Payment \(p.8\)](#)

Welcome to PaySchools!

PaySchools offers an easy and convenient way for you to make online payments to your school for any number of different items. This guide will explain PaySchools features and help you get started with registering for an account; we'll also take a look at how to make a payment.

Accessing PaySchools

Step 1. To access PaySchools, the first thing you'll want to do is follow the link to our site from your school district's website. This link may look like our logo, or it may just be underlined text. Clicking on the link will take you into our site.

PaySchools
Online Payment Processing System

■ Main Menu

- Your Online Profile
- Your Students
- Available Products
- Your Shopping Cart
- Your Order History
- Privacy Policy
- Return Policy
- Terms and Conditions
- Contact Information
- Admins Only
- Sign Out

Available Items – Your School District

PaySchools

These are items offered by **Your School District**.

If this is not the organization you wish to purchase items from, do not proceed. You must follow a link from the organization's website to make purchases on PaySchools.

Select A Category
Please select a category to order from by clicking on one of the available categories listed below.

- [Athletic Passes](#)
- [Day Care](#)
- [Drivers Ed](#)
- [High School Yearbook](#)
- [Lunch Fees](#)
- [Registration Fees](#)

Categories marked with an asterisk () offer automatic updates. Clicking that category will direct you to the parent portal for that program. After you make your selection, you will be directed to the PaySchools site to complete the purchase.

PaySchools © Copyright 2012 Local Government Services, Inc. [Home](#) | [Terms & Conditions](#) | [Contact](#) | [Privacy Policy](#)

Step 2. Select the appropriate *category* you'd like to buy from. We'll select the High School Yearbook here.

Select A Category
Please select a category to order from by clicking on one of the available categories listed below.

Athletic Passes	Lunch Fees
Day Care	Registration Fees
Drivers Ed	We The People Donation
High School Yearbook	

Step 3. The items available for the category will be shown. Click 'Add to Cart' to select the item you'd like to buy.

Available Items

PaySchools

High School Yearbook

The following items are currently offered by Clear Creek Amana Community Schools.

The following items are currently available:

High School Yearbook	Price: \$60.00
----------------------	----------------

[Add To Cart](#)

If this is not the organization you wish to purchase items from, do not proceed. You must follow a link from the organization's website to make a purchase on PaySchools.

Step 4. Clicking ‘Add to Cart’ will take you into your Shopping Cart page. You have the option to *continue shopping* or to *check out*. Selecting ‘Continue Shopping’ will take you back to the Category screen we saw in Step 1. Let’s go ahead and select ‘Check Out’.

Your Shopping Cart

PaySchools

Add more items by selecting from the menu to the left. Remove items by setting the Quantity to "Delete" and updating.

Some items may need to have a student associated with them. To assign multiple students to a single item, add the single item to your cart multiple times. Any item marked as "locked" cannot be adjusted here.

When you're ready to check out, just click the blue button at the bottom of this page. [Click here to add more items.](#)

Category	Item Name	Price	Quantity
High School Yearbook	High School Yearbook	\$60.00	1

[Update Quantities](#)

Grand Total: \$60.00

[Continue Shopping](#)

[Check Out](#)

If you don't wish to pay online with PaySchools [click here.](#)

Step 5. The next page will prompt you to sign in to your PaySchools account. If this is your first time using the PaySchools system, you’ll need to register for a login at this time. To do so, select ‘First-time users, please [click here](#) to register’.

First time users, please [click here](#) to register.

Registered users, please enter your login information below.

Email Address

Password

Remember me (Cookies are required; not recommended if you are on a public computer or terminal)

[Login](#)

Step 6. On the registration screen, you'll want to enter all required information (marked with an *). If you will be using your credit or debit card to complete any PaySchools transactions, the address you list here **must** match the billing address on your card account. Once you're done, select 'Register Now'.

Creating Your Online Profile

PaySchools

Please complete the form below to register your PaySchools account. We do not share our customer information with any other organization or entity. ([Privacy Policy](#))

If you have previously registered, please select Your Online Profile to login.

(*Required Fields)

*First Name:

*Last Name:

Ⓢ*Billing Address line 1:

Billing Address line 2:

*City:

*State: ▼

*ZIP Code:

Country: USA

*Telephone Number (Including area code):

*Email Address:

*Type Email Address Again:

Ⓢ*Choose a Password:

*Type Password Again:

Remember me on future visits (Avoids login prompt in the future)
(not recommended if you are on a public computer or terminal)

We do not share our customer information with any other organization or entity. No customer credit card or bank account numbers are stored.

Note: Your e-mail address will be your PaySchools login; you are able to update it information from here, if your e-mail ever changes.

Step 7. Next, you will need to assign the item to the student you are purchasing for. If you do not have any students on your PaySchools account, you can simply enter the information in the fields provided, select ‘Add New Student’, and then select the student from the drop-down box and click ‘Continue’. If you have students assigned to your account, select the student from the drop-down box under ‘Applies To’ and select ‘Continue’.

If the item does not require a student name or ID, a ‘Not For A Student’ option will appear in the dropdown box. You may select ‘Continue’ if you do not wish to add students to your account at this time.

Please Assign the Following Items

PaySchools

You have added items to your cart that require a Student Name and/or Student ID. Please add a student to your account or choose the student from the drop-down menu and select "Continue" to proceed to the checkout.

Add A Student
Please enter the required information and select "Add New Student" to continue. To edit or delete existing students, [click here](#).

? Student First Name*
 ? Student Last Name*
 ? Student ID *
 ? Grade*

Clicking ‘Add New Student’ here will make your student pop up in the menu below.

Instructions
To select which student the item is for, please choose the Student Name from the drop-down box. If you are making a purchase for any item that is not for a particular student (such as Adult Education Classes, Family Athletic Passes, Donations, Play Tickets, etc), add your name as the student and "A" in the grade option for Adult or select "Not for a Student" from the drop-down if available. Select "Continue" to proceed to the checkout.

Applies To	Item Name	Price	Quantity
Your Student ▼	High School Yearbook	\$60.00	1

Step 8. You have two payment options when making a purchase through PaySchools: electronic check (E-Check), or credit/debit card.

Pay By Check (Complete Form Below)	Pay by Credit Card or PayPal (Click Here)
--	--

To make your purchase with an electronic check (e-check), complete the form listed on the Checkout page, below the graphic of the check. Enter your 9-digit bank routing number and account number in the appropriate fields.

If you have any special comments for your purchase, you may enter them in the box provided. Select the *Pay Now by E-Check* button once; the confirmation page may take a few seconds to load.

If you receive an error or it "looks" as though your payment did not go through,
DO NOT hit the 'BACK' arrow and DO NOT RESUBMIT your payment.
Please call PaySchools Support at 866-729-5353 option 2.

<input type="text"/>	Bank Routing Number
<input type="text"/>	Bank Account Number
<input type="text"/>	Re-Enter Account Number

Special comment or instructions (450 characters max - optional)

NOTICE: If you receive an error message following this screen, your payment may still have completed successfully. Before submitting a new payment, please do each of the following to verify whether the payment was processed:

1. Select the "Your Order History" button at the left.
2. Check your e-mail for a payment confirmation from bounces@payschools.com, which may take several minutes to be delivered.
3. Contact PaySchools Support at info@payschools.com or 866-729-5353 option 2.

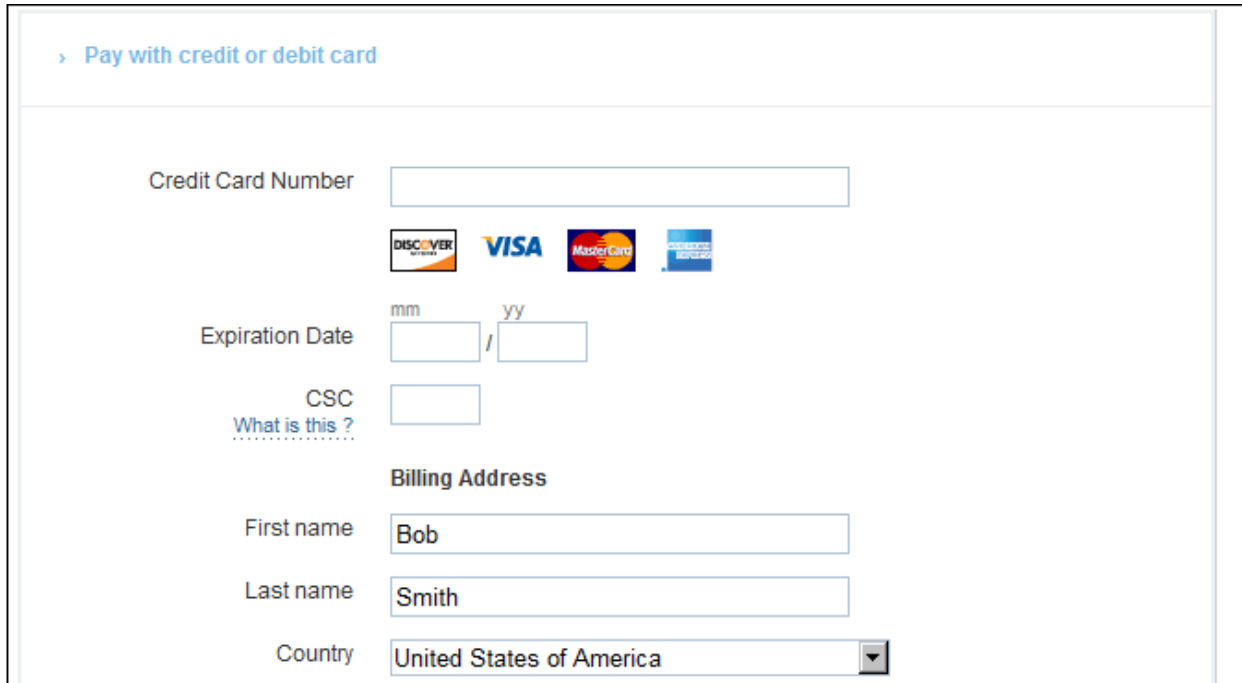
To complete your purchase using a credit/debit card or PayPal, select the link marked [\(Click Here\)](#) under the ‘Pay by Credit Card or PayPal’ option; this will bring you to our secure online payment form with PayPal.

Step 9. You have the option to pay by logging into your PayPal account. To do so, simply enter your PayPal login information into the fields provided.



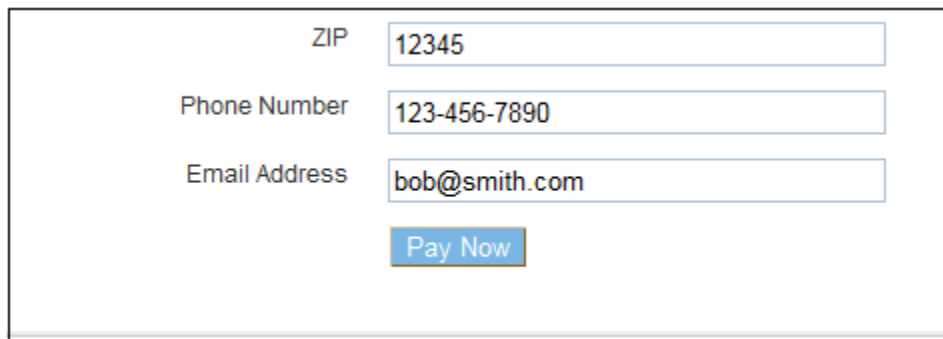
Note: Your PayPal login information may not be the same as your PaySchools login information. PaySchools does not have access to your PayPal login information and you should follow the “Forgot email address or password?” link to retrieve that information.

Step 10. You also have the option to pay by credit or debit card via PayPal's Direct Card Checkout.



The screenshot shows the 'Pay with credit or debit card' section of a PayPal checkout page. It includes a header with a right-pointing arrow and the text 'Pay with credit or debit card'. Below this, there are several input fields: 'Credit Card Number' (a long text box), 'Expiration Date' (two boxes for 'mm' and 'yy' separated by a slash), 'CSC' (a 3-digit text box with a link 'What is this?'), and 'Billing Address' (three text boxes for 'First name', 'Last name', and 'Country'). The 'First name' field contains 'Bob', the 'Last name' field contains 'Smith', and the 'Country' dropdown menu is set to 'United States of America'. Above the 'Expiration Date' field, there are logos for Discover, Visa, MasterCard, and American Express.

To pay by Visa, MasterCard, Discover, or American Express credit/debit card, enter the 16-digit card number, expiration month and year, the 3-digit security code from the back of your card and your home phone number and email address. Select 'Pay Now', and your transaction will be processed.



The screenshot shows the final checkout form with three input fields: 'ZIP' (12345), 'Phone Number' (123-456-7890), and 'Email Address' (bob@smith.com). Below these fields is a blue button labeled 'Pay Now'.

You will receive a confirmation screen, and given the option to return to the 'Merchant' page, which will be PaySchools. Select this link to receive your approval code for the transaction.

Note: The "Reference ID" number on the PayPal site is not your PaySchools approval code.



Thank you for your payment

Reference number
E24P2BA273E7

Amount
61.00

Test, you have successfully completed your payment.

[Return to merchant's website](#)



You are able to access past order information on the PaySchools site by clicking 'Order History' from the Main Menu on the left. If you have any questions or concerns, please feel free to contact PaySchools Customer Support at 1-866-729-5353, option 2. Thank you, and welcome to PaySchools!