

Troy School District

ONLINE PAYMENTS

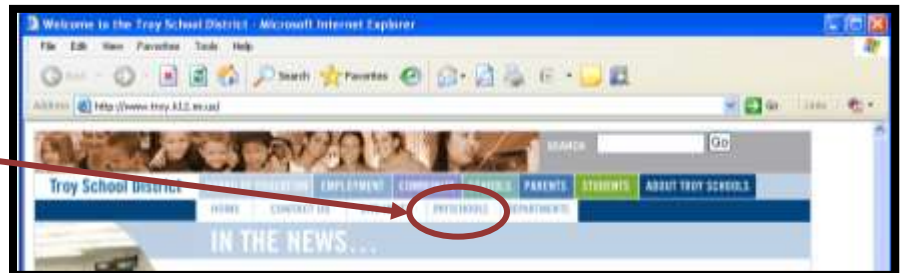
The Troy School District parents, employees and community members may now make online payments through a new processing system, PaySchools. This program allows you to make school-related payments online via e-check or credit card.

HOW IT WORKS: Simply select the item(s) you wish to purchase and check out. The first time you access PaySchools, you will be asked to create a username and password. You can then choose to pay by e-check or credit card. To pay by e-check (directly debiting your bank account), you will enter your bank's ABA routing number and personal bank account number. To make your purchase by credit or debit card, enter the account number and expiration date for your VISA, MasterCard or Discover card. After you complete your purchase, an e-mail confirmation and receipt will immediately be sent to you. PaySchools uses "Secure Sockets Layer" (SSL) software, requires passwords throughout the program, and **does not store personal bank or credit card information to ensure privacy and security for users.**

Go to the Troy School District Website:

<http://www.troy.k12.mi.us>

Click on the PAYSCHOOLS tab



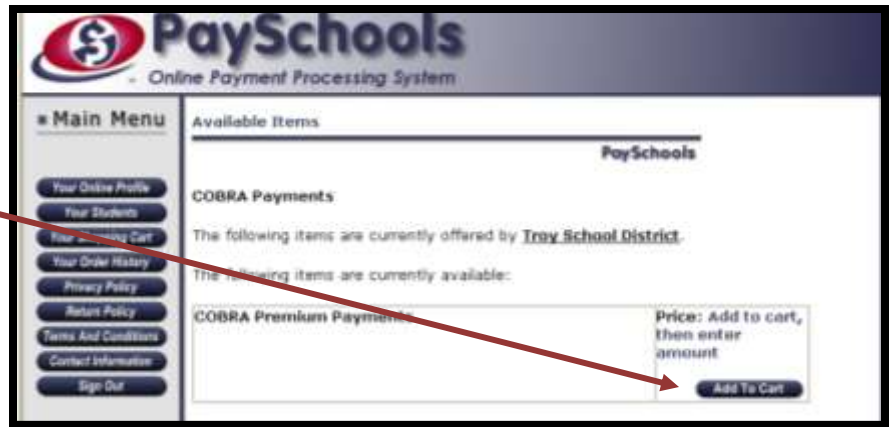
Scroll to the bottom of the page and click on the PAYSCHOOLS logo under "ALL OTHER PAYSCHOOLS USERS"



Click on [COBRA Payments](#).



Click on the **ADD TO CART** button to enter your payment amount.



Enter the amount you are paying and click on the **SET PAYMENT AMOUNT** box.



This will bring you to your shopping cart. Here you have the option to delete items, continue shopping or check out.

Click on the **CHECK OUT** box



This will bring you to a logon screen. If you have not set up an account previously, click on the [click here](#) link and proceed to set up your account. If you have an account set up, enter your logon information and proceed to the payment screen.

