

INTRODUCTION TO THE PAYSCHOOLS



■ 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 – Troy School District

PaySchools

These are items offered by **Troy 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.

Athens High School	Leonard Elementary
Athletic Events Pass	Martell Elementary
ATHLETICS -PAY TO PARTICIPATE	Morse Elementary
Baker Middle School	Schroeder Elementary
Barnard Elementary	Smith Middle School
Bemis Elementary	Summer School Programs
Boulan Park Middle School	Summer Sports Camps
COBRA Payments	Train Show
Costello Elementary School	Troy High School
Facility Rental	Troy Union Elementary
Hamilton Elementary	TS-TV DVD's
Hill Elementary	TSD Catering Events
International Academy-East Campus	Tuition Payments
Larson Middle School	Wass Elementary
	Wattles Elementary

* 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 2019 CP-DBS, LLC
PaySchools Support: Support@Payschools.com or (866) 729-5353

[Home](#) | [FAQ](#) | [Terms & Conditions](#) | [Contact](#) | [Privacy Policy](#)
Troy School District
Phone 248-823-4010

Q: What is PaySchools?

PaySchools is a payment platform that allows parents to purchase items offered by the Troy School District, such as:

- Athletic Pay to Participate Fees
- School Field Trips
- National Honor Society Dues
- Club & Activity Fees
- iPad Insurance & Equipment Damage Fees
- Facility Rentals
- AP Exam Fees
- Etc.....

INTRODUCTION TO THE PAYSCHOOLS

Q: How do I log into PaySchools? How can I find my account information?

You will need your student ID number to add your student to your account.

Create **one** account to view all your students:

- Go to the **PaySchools** Web site at <https://parent.payschools.com/categories.asp?id=6B452BF58CAB425282890131A4A7974D&>
- Select a **Category** from the list

The screenshot shows the PaySchools website interface. On the left is a 'Main Menu' with various navigation options. The main content area is titled 'Available Items - Troy School District'. It lists several categories of items offered by the district, such as 'Athletic Events Pass', 'AP Research', and 'Summer School Programs'. A red circle highlights the 'Select A Category' link, which is the first step in the purchasing process.

This screenshot shows the 'Available Items' page for Athens High School. It lists various fees and services, including 'AHS AP Exam Fees', 'AHS Boys Basketball Pre-Season Scrimmage Fee', 'AHS Club Activity Participation Fees', 'AHS iPad Equipment Fees', and 'AHS National Honor Society Dues'. A red circle highlights the 'Add to Cart' button for the 'AHS Club Activity Participation Fees' item, which is the next step in the purchasing process.

- Click the **Add to Cart** button next to the list of items available.
- Confirm the item that you are purchasing and enter the amount you are paying
- Set the payment amount by clicking the **Set Payment Amount** button
- If the item already has a set fee you will be asked to **Update the Quantities**

The screenshot shows the 'Set Payment Amount' page. It prompts the user to 'Please Indicate A Dollar Amount Below'. There is a text input field for the amount and a 'Set Payment Amount' button. The 'Set Payment Amount' button is highlighted with a red circle.

This screenshot shows the 'Your Shopping Cart' page. It displays a table with columns for 'Category', 'Item Name', and 'Price Quantity'. The 'AHS Club Activity Participation Fees' item is listed with a price of \$50.00 and a quantity of 1. A red circle highlights the 'Update Quantities' button, which is used to modify the quantity of items in the cart.

- You will see a **Grand Total** and can **Continue Shopping** or **Check Out** by clicking either button
- By clicking the **Check Out** button:
 - Register an account as a **First Time** user or login with your existing email and password for those that have already registered.

INTRODUCTION TO THE PAYSCHOOLS

PaySchools

■ Main Menu

Welcome! Please Register or Sign In

PaySchools

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

Forgot your [password or email address?](#)

[Not sure if you have an account?](#)

- New users will be required to fill in their personal information to register an Online Profile
- The online Privacy Policy link is located at the top of the page for further reading.

PaySchools

■ Main Menu

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.

Register Now

Q: How do I reset my password?

- Click the link **Forgot Username or Password**
- Enter the **username and email address for your account**, then click **Enter**
- You should receive the email as an email from your school. If you aren't seeing the email, check your Junk or Spam folder.
- Click on the **password reset link** in the email you receive.
- Enter a **new password**

PaySchools

■ Main Menu

Welcome! Please Register or Sign In

PaySchools

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

Forgot your [password or email address?](#)

[Not sure if you have an account?](#)

PaySchools

■ Main Menu

Help Obtaining Your Password

PaySchools

If you have forgotten your password, we can email that information to you. To retrieve your password, please provide your email address.

Email Address

Retrieve Information

If a PaySchools account has been established with the email address that was entered, you will receive an email from payschools@databuys.com with your login information. Please be sure to check your spam filters to ensure that you can receive emails from that address.

If you do not have access to the email address anymore, please contact PaySchools Support at (866) 729-5353 or send an email to payschools@databuys.com to have it changed.

If you do not receive an email, please [click here](#) to register a PaySchools account.

Q: How do I change my email or contact support?

- You can change your email by logging in to your account and clicking on '**Your Online Profile**'. Then at the bottom of the screen you will see your current email address. Simply delete the email and type in your NEW email address. Click '**Save**'.
- For additional support contact **Business Services at (248) 823-4010**