

## Instructions for paying online

Client name:

Invoice #:

Total: \$

Please go to <https://webstore.ttsd.k12.or.us/signin.aspx> and sign up for an account if you do not currently have one.

After you have your account set up please return to the link above and sign in. Under the shop tab please select **Items At All Schools, DISTRICT OFFICE, TIGARD-TUALATIN SCHOOL DISTRICT OFFICE** and **Facility Use**. From the categories tab you will then select which facility you are paying an invoice for.

After you have selected the facility please enter the amount from the invoice that you are paying and then click buy.

Click checkout in the top left corner.

If all of the information is correct please click on the Checkout Step 1: Additional Info tab.

Enter the number from the **invoice** (this will be a five digit number beginning with 0) that you are paying.

Click Checkout Step 2: Payment

Please enter your payment information and don't forget to print your receipt.

Thank you!