

# Introducing... SchoolPay<sup>®</sup>

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.

Student Name: \_\_\_\_\_

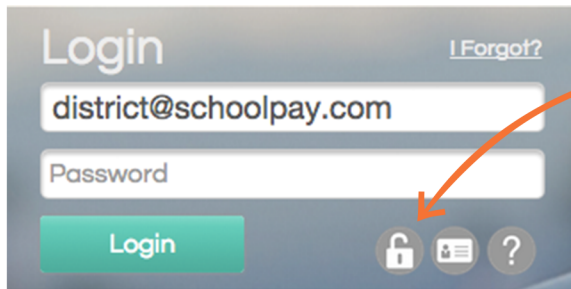
Student ID: \_\_\_\_\_

School: \_\_\_\_\_

Please allow 24-48 hours for the ID number to load into the system.

## Registration

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



1. Click the unlock icon

2. Enter your email address

3. Email In System - Or -

Email Not in System

A password 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.

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

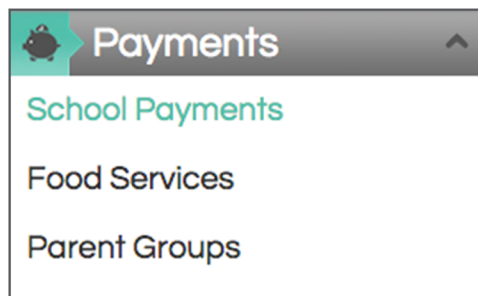
- ▶ Student's ID Number
- ▶ School's Site Name

*\* Important to either scenario: Make sure to check spam folders for auto-response emails coming from [support@schoolpay.com](mailto:support@schoolpay.com). Whitelisting SchoolPay with your email client will also ensure future mailings.*

# Making Payments

## Item Organization

Make payments from the primary navigation menu titled "Payments". Items are first organized by category: School Payments, Food Service, and Parent Groups; then further organized by relevance to each of your children.



## Combining Items



Every item in SchoolPay can be combined into one user checkout session. Simply click the above "add to cart" icon, then return to shopping mode if you have additional items. You may return to your cart any time.

## Payment History

Access all payment and purchase history from the main menu bar option titled "History". View history by Transactions, Items Purchased, and Food Service Purchase History directs you back to the Food Service dashboard.

## Support



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



[888.88.MYPAY \(69729\)](tel:888.88.MYPAY)

**Hours:** Monday - Friday  
7AM - 7PM Central

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

Support for specifics 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).