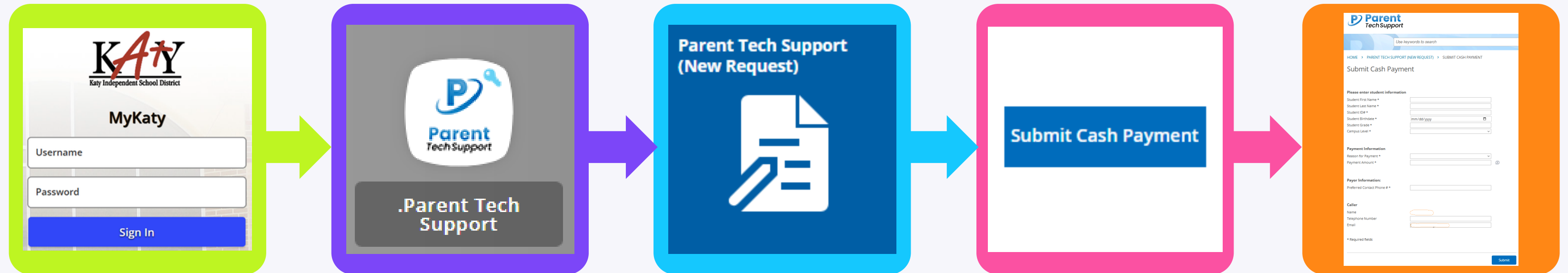


# PayHub Cash Payment Ticket Instructions

Outline of steps to submit a PayHub cash payment ticket



## Log into MyKaty

Log into MyKaty at <https://launchpad.classlink.com/katyisd> using parent/guardian or student credentials

## Choose Parent Tech Support Tile

Search "Parent Tech Support" and click on the tile pictured above

## Choose Parent Tech Support (New Request)

Click on the tile labeled "Parent Tech Support (New Request)"

## Choose Submit Cash Payment

Click on the menu option labeled "Submit Cash Payment" to the right of the screen

## Enter Details, Click Submit, Note Ticket #

Enter all student information and payment details then click "Submit" (details further explained on following page). Make note of ticket number.

**Once ticket has been submitted, proceed to PayHub to make cash payment.**

### NORTH

Katy ISD Law Enforcement Center  
20370 Franz Rd.  
Katy, TX 77449  
Hours: Monday - Sunday 24 hours/day

### SOUTH

Katy ISD South Transportation & Police Center  
3151 Falcon Landing Blvd.  
Katy, TX 77494  
Hours: Monday - Friday 8 a.m. - 4 p.m.

# Submit Cash Payment Ticket Details

Explanation of PayHub Cash Payment Ticket fields

01



## Enter Student Information

- Student First Name
- Student Last Name
- Student ID #
- Student Birthdate
- Student Grade
- Campus Level (dropdown)
- Campus (dropdown)

02



## Enter Payment Information

- Reason for Payment (dropdown)
- Additional Information
  - Description
  - Course Name
  - Activity Name
- Payment Amount

03



## Enter Payor Information

- Preferred Contact Phone # (if different than shown below)
- Caller (pre-populated)
  - Name
  - Telephone Number
  - Email
- Click Submit & make note of ticket number

The screenshot shows the 'Submit Cash Payment' form in the Parent Tech Support system. The form is titled 'Submit Cash Payment' and includes a search bar at the top. The navigation path is 'HOME > PARENT TECH SUPPORT (NEW REQUEST) > SUBMIT CASH PAYMENT'. The form is divided into three main sections: 'Please enter student information', 'Payment Information', and 'Payor Information'. The 'Please enter student information' section includes fields for Student First Name, Student Last Name, Student ID#, Student Birthdate (with a date picker), Student Grade, and Campus Level (dropdown). The 'Payment Information' section includes Reason for Payment (dropdown) and Payment Amount. The 'Payor Information' section includes Preferred Contact Phone # and Caller information (Name, Telephone Number, Email). A 'Submit' button is located at the bottom right of the form. A legend at the bottom left indicates that fields with an asterisk are required.