

PaySchools User Guide

1. Follow the PaySchools link from the school district's website.
2. Select the appropriate option from the list of available categories.

PaySchools
- Online Payment Processing System

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Available Items – School District

PaySchools

These are items offered by 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.

[Activity Passes](#) [Punch Cards](#)
[District Lunch Account](#) [School Readiness Fees](#)
[Participation Fees](#)

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.

3. The items available for that category will be shown. Select the item you want to purchase by clicking the “Add To Cart” button that is next to that product.

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Available Items

PaySchools

Details on the "Punch Cards" category offered by School District

The following items are currently available:

Adult Punch Card (10 events)	Price: \$35.00 Add To Cart
Senior Citizen Punch Card (10 events)	Price: \$25.00 Add To Cart
Student Punch Cards (10 Events)	Price: \$25.00 Add To Cart

4. After you have added the item to your cart, you are directed to Your Shopping Cart. If you would like to add more items, select the “[Click here to add more items](#)” link or select the *Available Items* button from the left hand navigation bar. If you do not want to add any other items, select the Check Out button located at the bottom of the page.

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Your Shopping Cart

PaySchools

Add more items by selecting from the menu to the left. Remove items by setting the Quantity to "Delete" and updating.

Some items may need to have a student associated with them. To assign multiple students to a single item, add the single item to your cart multiple times. Any item marked as "locked" cannot be adjusted here.

When you're ready to check out, just click the blue button at the bottom of this page. [Click here to add more items.](#)

Category	Item Name	Price	Quantity
Punch Cards	Student Punch Cards (10 Events)	\$25.00	1

Update Quantities

Grand Total: \$25.00

[Continue Shopping](#)

[Check Out](#)

5. If this is your first time using this system, you will need to register a PaySchools login at this time. Select (**first time visitors please [click here to register](#)**)

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Welcome! Please Register or Sign In

PaySchools

First time users, please [click here to register.](#)

Registered users, please enter your login information below.

traci@payschools.com 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?](#)

GoDaddy.com
SECURE WEB SITE
VERIFY

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6. Enter all required (*) information on the following screen. If you will be using a debit or credit card to complete your transaction, your billing address MUST match the address that is on your account. Select Register when information is complete.

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.

7. Next, you will need to assign the item to the student you are purchasing for. If you do not have any students on your PaySchools account, you can simply enter the information in the fields provided, select Add New Student, and then select the student from the drop-down box and Continue. If you have students assigned to your account, select the student from the drop-down box under **Applies To** and select Continue.

If the item does not require a student name or id, the Not For A Student option will appear in the drop-down box. You may select Continue if you do not wish to add students to your account at this time.

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VERIFY

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Please Assign the Following Items

PaySchools

You have added items to your cart that require a Student Name and/or Student ID. Please add a student to your account or choose the student from the drop-down menu and select "Continue" to proceed to the checkout.

Add A Student
Please enter the required information and select "Add New Student" to continue. To edit or delete existing students, [click here](#).

(*Required Fields)

Student First Name* Ⓢ

Student Last Name* Ⓢ

Student ID (If available) Ⓢ

Grade* Ⓢ

Instructions
To select which student the item is for, please choose the Student Name from the drop-down box. If you are making a purchase for any item that is not for a particular student (such as Adult Education Classes, Family Athletic Passes, Donations, Play Tickets, etc), add your name as the student and "A" in the grade option for Adult or select "Not for a Student" from the drop-down if available. Select "Continue" to proceed to the checkout.

Applies To	Item Name	Price	Quantity
<input type="text" value="Not For A Student"/> <input type="text" value="Not For A Student"/> <input style="background-color: #4a69bd; color: white;" type="text" value="Traci PaySchools"/>	Student Punch Cards (10 Events)	\$25.00	1

8. To make your purchase with an electronic check (e-check), complete the form below. Enter your 9-digit bank routing number and account number in the appropriate fields. If you have any special comments for your purchase, you may enter them in the box provided. Select the *Pay Now by E-Check* button once; the confirmation page may take a few seconds to load. If you are unsure if your transaction has processed or you receive an error message, please call PaySchools at 866-729-5353 Option 2 or view your transactions by selecting *Your Order History* from the left-hand navigation bar.

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Checkout: Payscale Accepts Check or Credit/Debit Card Payments

PaySchools

Please verify that the information below is correct.

Your Billing Address: ([change](#))

Traci PaySchools
 6000 Grand Ave
 Des Moines, IA, 50312, USA
 866-729-5353 ext 2
 tgiles@ia-sb.org

Category	Item Name	Purchased For	Price	Qty
School District				
Punch Cards	Student Punch Cards (10 Events)	Traci PaySchools (A) - 123456	\$25.00	1
			District Subtotal	\$25.00
			District Convenience Fee	\$0.00
			District Total	\$25.00
			Grand Total: \$25.00	

Pay By Check
(Complete Form Below)

Pay by Credit Card or PayPal
([Click Here](#))

JOHN OR JANE DOE
 1234 Some Street, 123-456-7890
 Hometown, IA 59885

Bank Routing Number 4857

Date

Pay to the order of

\$
Dollars

 **Bank Account Number**

Memo

| 026353253 | 0028071077345 || * 04857

Bank Routing Number

Bank Account Number

Re-Enter Account Number

Special comment or instructions (450 characters max - optional)

Do not click more than once. The order confirmation page may take a few seconds to load.

To complete your purchase using a credit or debit card or PayPal, select the ([Click Here](#)) link under the Payment by Credit Card or PayPal option and continue with the following steps.

9. To pay by Visa, MasterCard or Discover credit/debit card, enter the 16-digit card number, expiration month and year, the 3-digit security code from the back of your card and your home phone number and email address. Select the *Review Order and Continue* button.

If you have an existing PayPal account and would like to use that to complete your transaction, simply enter your PayPal login information into the fields provided. Please note that your PayPal login information may not be the same as your PaySchools login information. PaySchools does not have access to your PayPal login information and you should follow the “Forgot email address or password?” link to retrieve that information.

PaySchools Online Payment Processing

Your School District Name Online Purchase
Total: \$25.00 USD

Pay with Credit Card or Log In

[Learn more](#) about PayPal - the safer, easier way to pay.
[Enter your billing information](#)

Country:

Credit Card Number:

Payment Type:

Expiration Date: / CSC: [What's this?](#)

Billing Information:

[Change](#)

Home Telephone:
555-555-1234

Email:

[Review Order and Continue](#)

[Cancel and return to PaySchools Online Payment Processing.](#)

PayPal

Already have a PayPal account?

Please log in

Email:

Password:

[Log In](#)

[Forgot email address or password?](#)

10. Review the order information as it is displayed below. If you would like to add comments to your order, select “Add special instructions to the merchant” link. Those notes will appear on your order summary and will be visible to the school district; PaySchools can not guarantee that the comments will be read by district staff. If your order is correct as noted, select *Pay Now* to process your order.

If changes to your order are necessary, select the Cancel link to restart your order.

PaySchools Online Payment Processing

Review your payment

If the information below is correct, click **Pay Now** to complete your payment.

Description	Unit Price	Quantity	Amount
Your School District Online Purchase	\$25.00	1	\$25.00
			Item total: \$25.00
			Total: \$25.00 USD

[Add special instructions to merchant](#)

Payment Method: \$25.00 USD
This credit card transaction will appear on your bill as "PAYSCHOOLS".
[Change](#)

Contact Information:

[Pay Now](#)

[Cancel and return to PaySchools Online Payment Processing.](#)

PayPal

11. Once your order is complete, you will receive a confirmation page from PayPal. Select “Return to PaySchools Online Payment Processing” to be directed back the PaySchools confirmation page.

PaySchools Online Payment Processing

Traci, thank you for your payment

Receipt ID: 4200-0109-3630-7569
 An email with your order summary has been sent to traci@payschools.com



MERCHANT CONTACT INFORMATION
 PaySchools Online Payment Processing
 info@payschools.com
 866-729-5353 Option 2
[Return to PaySchools Online Payment Processing](#)

[View Printable Receipt](#)
 If you have forgotten your password, please [reset it](#).
[Site Feedback](#)†

PayPal. The safer, easier way to pay.
 For more information, read our [User Agreement](#) and [Privacy Policy](#).

12. You will receive a confirmation page from PaySchools and a confirmation email to the address on your PaySchools account. Select Sign Out to end your session.



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Thank You For Your Purchase

PaySchools

Thank you for your purchase Traci! Please check your email for a copy of this order confirmation.

This payment will appear on your statement as a payment to NSBA-PaySchools.

Order Summary Appears Below
 Confirmation Number 1CN04213AX363940J

Category	Item Name	Purchased For	Price	Qty
School District				
Punch Cards	Student Punch Cards (10 Events)	Traci PaySchools (A) - 123456	\$25.00	1
			District Subtotal	\$25.00
			District Convenience Fee	\$0.00
			District Total	\$25.00
				Grand Total: \$25.00

Please select the [Sign Out](#) button from the left-hand navigation to end your session or [click here](#).