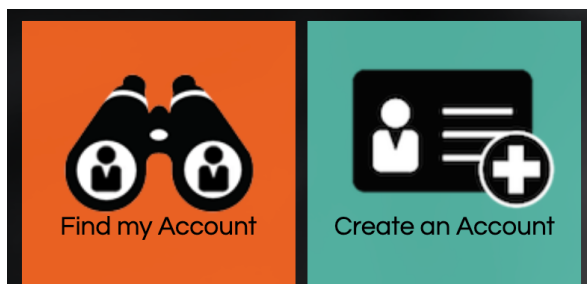


The safest and easiest way to electronically pay for school-related fees. Eliminate last minute check-writing hassles and lost cash. SchoolPay allows parents to pay for items across many school departments and school non-profits from a unified checkout.

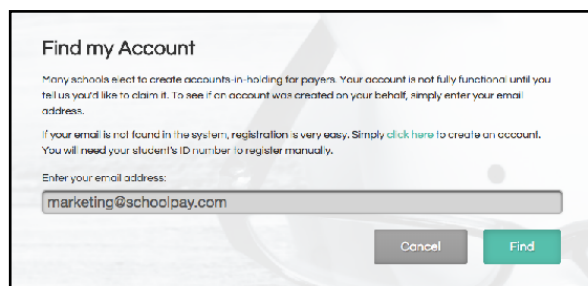
## REGISTRATION

To begin go to [www.schoolpay.com](http://www.schoolpay.com)

### 1 Click "Find My Account"



### 2 Enter your email address

The image is a screenshot of a web form titled 'Find my Account'. It contains a paragraph of text explaining that many schools elect to create accounts in-advance for payments and that the account is not fully functional until claimed. It then provides instructions on how to claim the account by entering an email address. Below the text is a text input field with the email 'marketing@schoolpay.com' entered. At the bottom right of the form are two buttons: 'Cancel' and 'Find'.

### 3 Email is in the 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.

### Email is not in the system...

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.*



833-731-2600

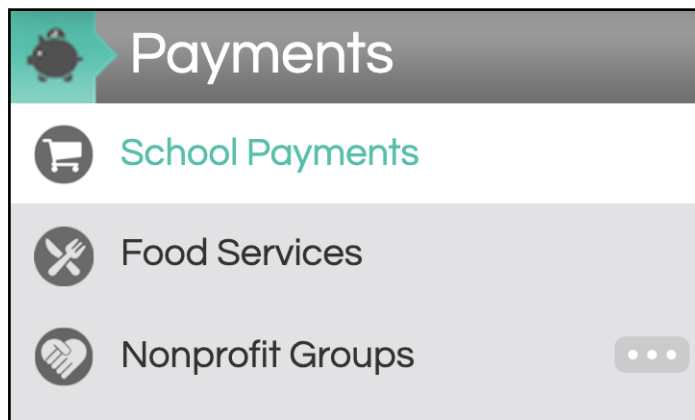


[support@schoolpay.com](mailto:support@schoolpay.com)

# MAKING PAYMENTS

## Item Organization

Make payments from the primary navigation menu titled "Payments". Items are first organized by category: School Payments and Nonprofit 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.

## Customer Support



support@schoolpay.com



833.731.2600

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).



833-731-2600



support@schoolpay.com