ONLINE SCHOOL PAYMENTS

STEPS FOR ACCOUNT CREATION:

1. Add Items to cart – Click Item Name
2. Click "Add to Cart"

    * For variable amount payment: when paying monthly bill or auto repair put student name and month of bill in the description box and enter payment amount. Then Click "Add to Cart".

3. Click "Checkout" on bottom right.
4. Enter User Information –

    Either- login with "current user" info

    OR

    Create an account – Enter all required fields

    Click "Create New"

    *Once account is created – "Bill To" information will be set up for future purchases if you save the login info to your computer.

5. Click "Next" (Do NOT click the "Add Student" button. This is not required)
6. Fill out all required fields for "Bill To Info" (if not already filled in from saved info: Click "Address Box" and choose "Ship To" or "Bill To" to populate the fields.)
7. Click "Next"
8. Click box to select/agree to payment terms
9. Click "Next"

10. Set up Payment – complete all required fields.

11. Click "Place Order"

12. Print Receipt (or screen shot or save as PDF)