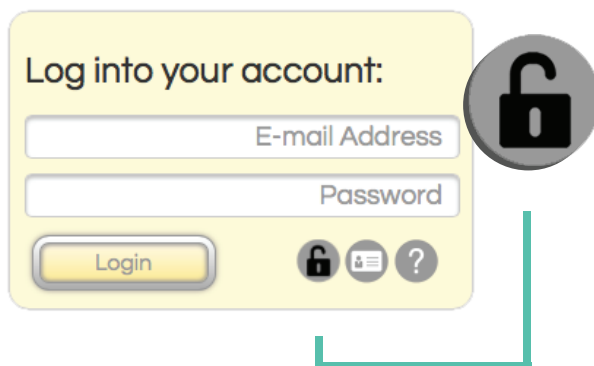


Introducing... SchoolPay®

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.

Registration

Go to schoolpay.com...



The image shows a login form titled "Log into your account:". It contains two input fields: "E-mail Address" and "Password". Below the fields is a "Login" button and three icons: a lock, a list, and a question mark. A large circular icon of an unlocked padlock is positioned to the right of the form, with a green line pointing from it to the "E-mail Address" field in the next step.

1. Click the unlock icon

2. Enter your email address



A single-line input field labeled "E-mail Address".

3. **Email In System** - Or -

A reset 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 Not In System

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

- Student's ID Number
- School Site Name

Making Payments

Item Organization



General School Payment Items appear under the tab with the school icon. School payment items are further organized by student so that you only find items relevant to each child.

If your school uses SchoolPay's Food Service Dashboard you will find everything pertaining to your entire family's food service account from the tab with the piggy bank.


Combining Items



The shopping cart icon with the plus sign adds an item to your cart. Any number of items may be combined into a one check-out session, with the exception of recurring payment series. Those must be paid for individually.

History

Access your payment history from two locations:

1. From your user name pull down menu, select **My Orders** 
2. From the main menu bar select **Payments**, then **Purchase History**. There is a quick view of your most recent purchases, or a link to your full history where reporting is available.

Support



support@schoolpay.com



888.88.MYPAY (69729)

Hours: Monday - Friday

7AM - 7PM Central

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

Specific questions 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).

Food Service Dashboard

Balance

Julie Adams

balance is: **\$5.70**



Low Balance Meter


* Balances are usually real-time depending upon your school's integration.

One Time Payments

Add To		Current Balance
Corby Adams:	\$ <input type="text" value="0.00"/>	\$0.45
Julie Adams:	\$ <input type="text" value="0.00"/>	\$5.70

Add funds to any number of students in one location.

Low Balance Actions

Click the gear icon  to configure an automatic action when your student's balance reaches any threshold. Receive an email notice or authorize an automatic replenishment payment (SmartPay). Payment information must be stored to select SmartPay.

Payment History [More](#) ▼

Student Meal	\$2.75	Sep 12, 2014
Milk	\$0.50	Sep 11, 2014
Orange Juice	\$0.50	Sep 10, 2014
Student Meal	\$2.75	Sep 07, 2014
Veggies	\$1.50	Sep 05, 2014

Keep current on what your children are eating in the school cafeteria.

Food Service FAQ's

■ Balance Transfer & Graduating Student Requests

Check your school's food service department page. Most schools automatically transfer balances from graduated siblings to remaining siblings. Balance transfer requests can typically be made directly with your food service department staff as well.

■ End of Year Balance

Most schools carry balances over from one year to the next.

■ Charge Disputes

Charge disputes should be put in writing and sent directly to your food service department staff.