
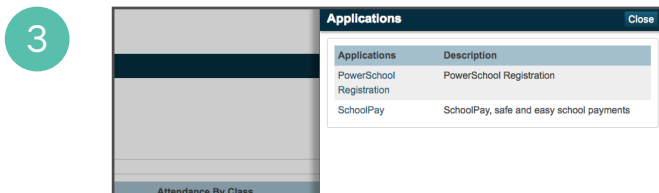




# There is a New Easy Way to Make Online Payments

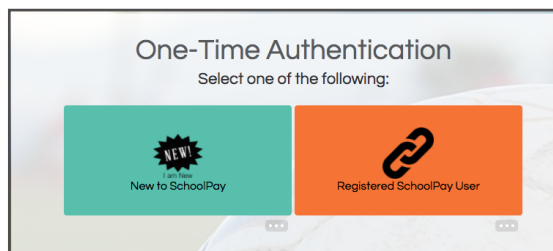
## Pay Via Your PowerSchool Account

- 1 Log in to your Parent PowerSchool Account
- 2 Click on the arrow at the top right of your screen to locate your applications 



Select *SchoolPay* from the slideout menu.

- 4 The first time you access SchoolPay through PowerSchool, you will be asked if you're brand new or have an existing account.



Choose New to SchoolPay: You will be taken directly into your SchoolPay account.

## Making Payments

### Item Organization

Make payments from the primary navigation menu titled "Payments". Items are first organized by category: School Payments, Food Service, and Parent 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, and Food Service Purchase History directs you back to the Food Service dashboard.

### 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).

### Support Hours

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.