

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 from a unified checkout.

Find SchoolPay in The Source

Go to the parent school portal, the Source, and click the SchoolPay Link.

The screenshot shows the 'the source' parent portal interface. On the left sidebar, the 'SchoolPay' link is highlighted with a blue arrow. The main content area displays student information for 'O'Doggie, Ginger Snaps' and a table of grades and scores for various courses.

Exp	Last Week				This Week				Course	Q1
	M	T	W	F	M	T	W	F		
1(A)									ALGEBRA 1A Mr Teacher	B 84
1(A)									ALGEBRA 1B Mr Teacher	---
1(A)									SYMPHONIC ORCHESTRA Ms Teacher	A 100
2(A)									SYMPHONIC ORCHESTRA Ms Teacher	---
3(A)									INTRO LIT COMP 9A Ms Teacher	C 73
3(A)									INTRO LIT COMP 9B Ms Teacher	---

When you click the SchoolPay link:

- ▶ Your account will be created automatically and you will be taken into the SchoolPay Payment Center.
- ▶ You will also receive an email from SchoolPay with login credentials that provide you the option to log in directly from SchoolPay.com.

The screenshot shows the SchoolPay Payment Center interface. It displays a list of school payments with 'ADD TO CART' buttons. The items listed are:

- 2017-2018 Registration Fee: \$3.00
- Skating - Rec Sports Club New Activity Fee: \$7.50
- Yearbooks 2017 - Softcover: \$30.00

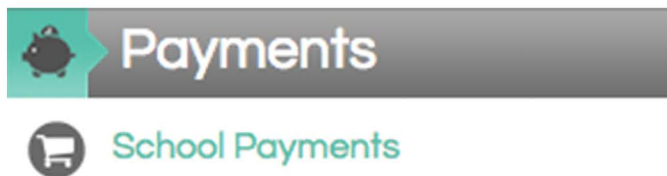
Once you arrive at the Payment Center, you can make payment immediately. There is no activation required. Your students will already be connected to your account.

You can continue to log in through the Source, or access the Payment Center through www.schoolpay.com using the credentials provided in the welcome email.

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. Not all categories may be available.



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 at any time.

Payment History

Access all payment and purchase history from the main menu bar option titled "History". View history by Transactions, and Items Purchased.

Support



support@schoolpay.com



[888.88.MYPAY \(69729\)](tel:888.88.MYPAY)

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).