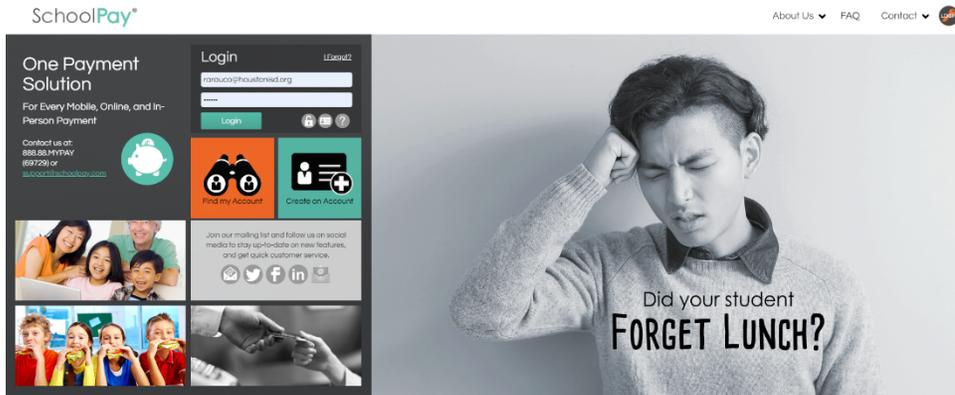


## HOW TO CREATE AN ACCOUNT ON SCHOOL PAY

These instructions are to create a SchoolPay account through [www.schoolpay.com](http://www.schoolpay.com). Information required:

- Email address
- Parent name, email, address and phone number
- Student name or Id
- School Site Name

### 1. Go to [www.schoolpay.com](http://www.schoolpay.com)



2. Click on **Create an Account**. This is where you enter **your contact information**. Your email address will be your username, ongoing, for your Parent Center account. Any field with an asterisk is a required field. You cannot go to the next step until you complete all the required fields.

Create an Account

1. Parent Info 2. Student Info 3. Finalize

E-mail Address \* Address \*

Confirm E-mail \* Address Line 2

First Name \* City None

Last Name \* Postal Code United States

Phone \*

Continue

3. This allows you to **associate your children with your account**. There are two things you need to do to associate your children:

- Enter and select your child's school
- Enter your child's student ID OR first name
- Enter your child's last name

Create an Account

1. Parent Info 2. Student Info 3. Finalize

School (not district) name your child attends

Student's ID or First Name

Student's Last Name

Add Another Student Continue

In the field where you are asked to enter the name of your child's school simply type the first few letters. You will see a list of schools whose names match what you have typed. You will see your child's school on the list. Simply click on the name of your child's school and the full name will appear in the field. When you enter your child's ID number and last name, press the "Tab" key after you complete each field. If the data that you have entered matches the information in the SchoolPay database a green check mark will appear as shown above. Press the "Continue" button to go to the next step of the registration form.

4. The next screen is simply a **confirmation screen**. It allows you to review the information that you have entered before finalizing your registration.

**Create an Account**

1. Parent Info 2. Student Info 3. Finalize

**Terms and Conditions for Users of the School Payment Network**

**SERVICE DEFINITIONS**

"Agreement" means these Terms and Conditions of the Payment Service. "Payment Service" is the Service which enables a Payment that is initiated by you to be paid to a Payee. "Payee" is the entity to which you wish a payment to be directed through the Service. "Payment Account" is the checking account or credit card account from which payments will be debited. "Service" means the Payment Service offered by or through MY PAYMENT NETWORK, INC or any "powered by MY PAYMENT NETWORK" service offered under any brand name, through My Payment Network distribution partners. "We," "us," and "our" refer to the Service. "You" and "your" refer to the individual that is using the Service in order to make Payment. An "Authorized User" is any individual which you allow to use the Service or your password or other means to access your account.

**SERVICE GUARANTEE**

Payments made using credit card typically post to your account in two business days. Payments made using ACH/check typically post anywhere from three to six business days. Due to circumstances beyond the control of the Service, particularly delays in handling and posting Payments by financial institutions, some Payment transactions may take longer to be credited to your account.

**PAYMENT AUTHORIZATION AND PAYMENT REMITTANCE**

By providing the Service with account information you authorize the Service to process payments through any of our ACH and credit card processors. If you choose to make payment with a credit card account, you understand and acknowledge that the Service does not perform any identity verification on such credit card accounts. You certify that any Payment Account you add to your profile is an account from which you are authorized to make payments, and any payment you make using the Service will debit/charge a Payment Account that you are legally authorized to use. You also authorize the Service to credit your Payment Account for payments refunded. The Service will use its best efforts to make all your payments properly. However, the Service shall incur no liability and any Service Guarantee shall be void if the Service is unable to complete any payments initiated by you because of the existence of any one or more of the following circumstances:

1. If, through no fault of the Service, your Payment Account does not contain sufficient funds to complete the transaction or the transaction would exceed the credit limit of your overdraft account;
2. The payment processing center is not working properly and you know, or have been advised by the Service about the malfunction before you execute the transaction.

Accept Decline

5. Once you confirm and finalize your registration the final steps are to accept the terms and conditions and **set your password** to one of your choosing. You will need to get the temporary password that was emailed to you, to enter in the "Current Password" field.

**Set Your Password**

1. Parent Info 2. Student Info 3. Finalize

An email was just sent to support+@schoolpay.com with a randomly generated password. To set a new password, enter this randomly generated password into the first textbox below. Then, enter your new password in the two following textboxes.

Random Password

New Password

Reenter New Password

Set Password