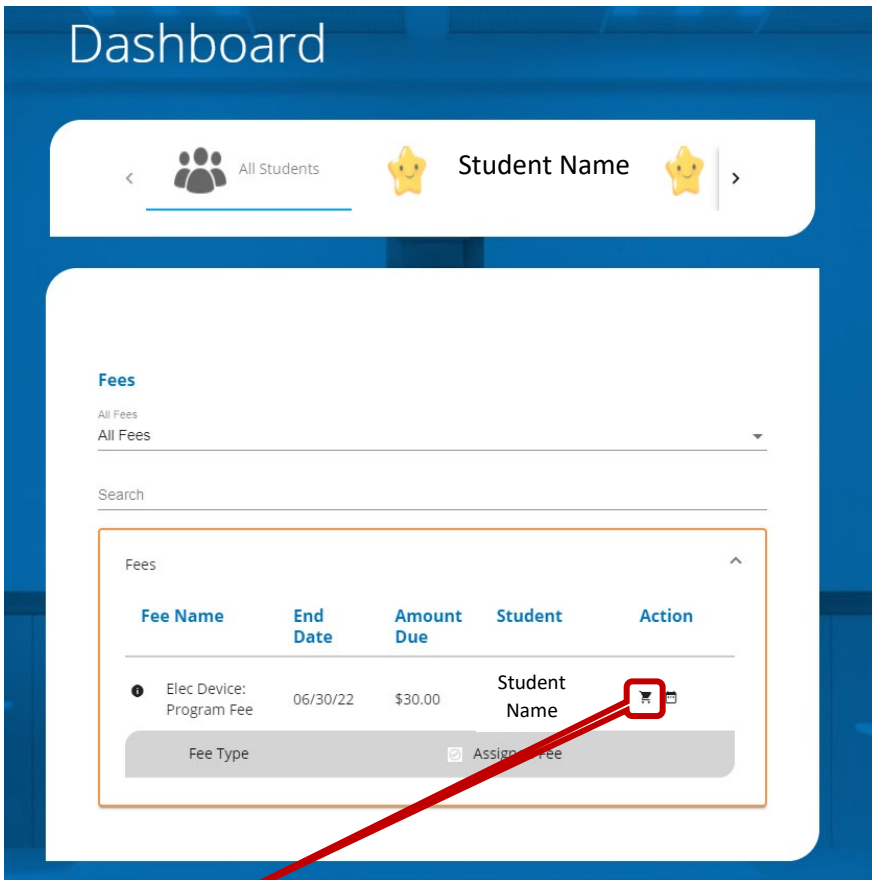


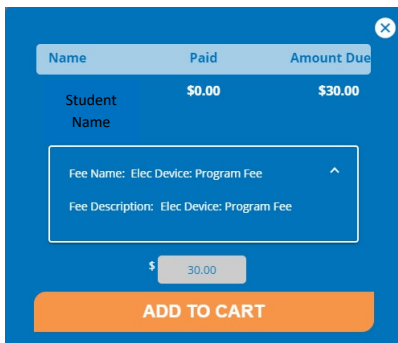
PaySchools Central – Online Payment

After you register your account and add your students, check your Dashboard for any assigned fees. Click 'All Students' to view all outstanding fees.

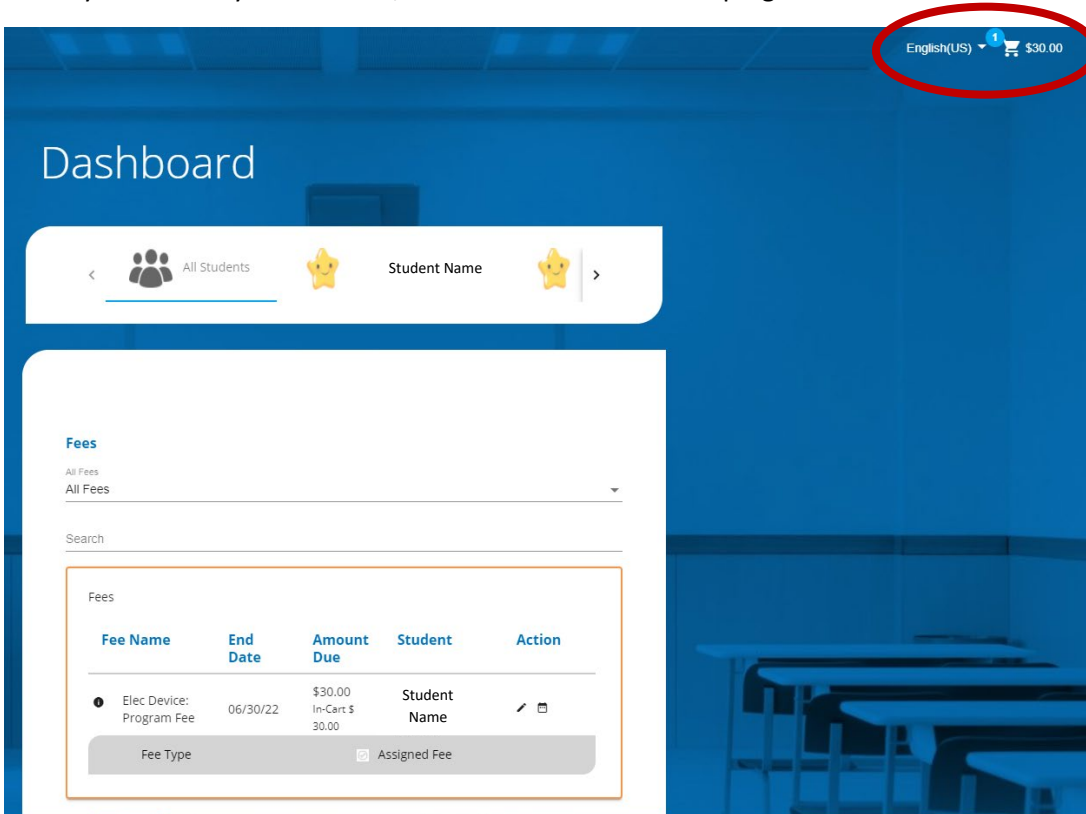


Click the cart icon next to each fee to add the item to your checkout cart.

Confirm by clicking 'Add to Cart'.

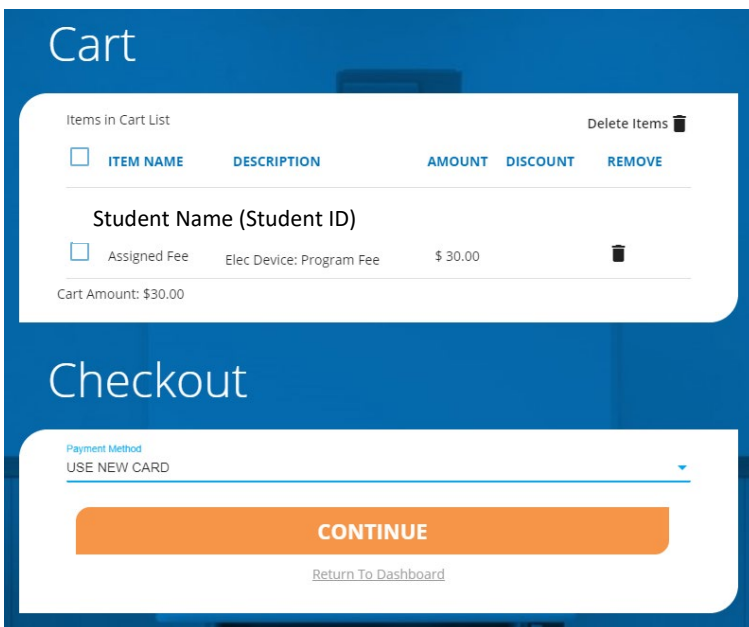


When you are ready to checkout, click the cart icon in the top right corner.

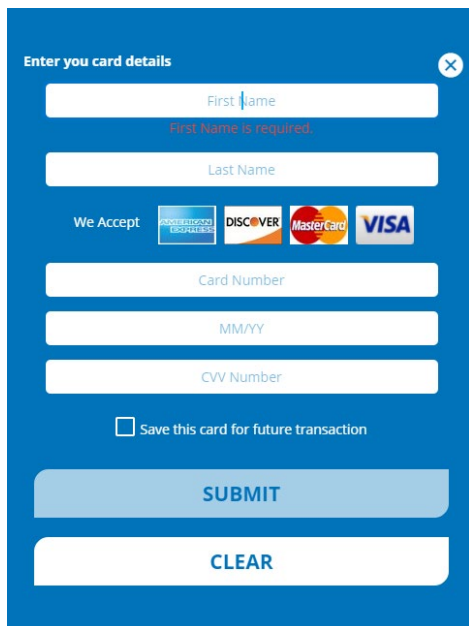


Confirm the items in your cart list, select your payment method and process your checkout.

- If you setup payment methods during your registration process, select the appropriate payment method
- You can also select 'Use New Card' to add new card information, click 'Continue'



Enter the details of your credit card and click 'Submit'.

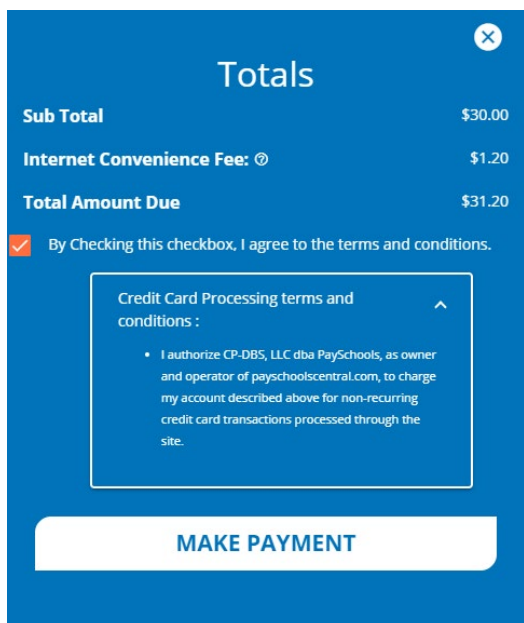


The screenshot shows a blue modal window titled "Enter your card details" with a close button (X) in the top right corner. It contains the following fields and elements:

- First Name: A text input field with a red error message "First Name is required." below it.
- Last Name: A text input field.
- We Accept: Logos for American Express, Discover, MasterCard, and Visa.
- Card Number: A text input field.
- MM/YY: A text input field for the expiration date.
- CVV Number: A text input field.
- Save this card for future transaction: A checkbox that is currently unchecked.
- SUBMIT: A blue button.
- CLEAR: A white button with a blue border.

Confirm the total amount due for your transaction, agree to the terms and conditions, click 'Make Payment'. After your payment is received a confirmation window will appear and a receipt emailed to the account on file.

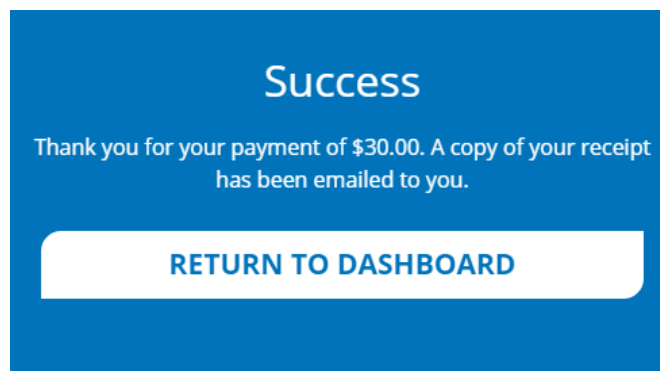
- A small internet convenience fee will be applied to your online payment.



The screenshot shows a blue modal window titled "Totals" with a close button (X) in the top right corner. It contains the following information:

Sub Total	\$30.00
Internet Convenience Fee: ⓘ	\$1.20
Total Amount Due	\$31.20

Below the table, there is a checked checkbox and the text: "By Checking this checkbox, I agree to the terms and conditions." Below this is a box titled "Credit Card Processing terms and conditions:" with an upward arrow icon. The text inside the box reads: "I authorize CP-DBS, LLC dba PaySchools, as owner and operator of payschoolscentral.com, to charge my account described above for non-recurring credit card transactions processed through the site." At the bottom of the modal is a large blue button labeled "MAKE PAYMENT".



The screenshot shows a blue modal window with the word "Success" in large white text at the top. Below it, the text reads: "Thank you for your payment of \$30.00. A copy of your receipt has been emailed to you." At the bottom of the modal is a white button with a blue border labeled "RETURN TO DASHBOARD".

Assistance needed with your PaySchools Central account?

Email: psc_help@payschools.com or call 877-393-6628

Support Center Hours: 8:30 am – 7:30 pm ET (M-F)

or contact Springfield SD Parent Portal at parentportal@ssdcougars.org