

Pay Registration Fees or Make Online Purchases using PaySchools!

There are NO TRANSACTION FEES. This service is FREE.

PaySchools is created and administered by the Iowa Association of School Boards (IASB) and Information Services USA over a secured Internet web site.



Easy and convenient online access to pay fees 24 hours a day, 7 days a week.

<http://www.webster-city.k12.ia.us/purchases>

To pay by e-check, you will enter your bank's ABA routing number and personal bank account number.

To pay by VISA, Master Card, or Discover credit card, enter the account number and expiration date.

After you complete your purchase, an email confirmation and receipt will immediately be emailed to you.

Pay Schools uses a secured web site and requires password access.

The first time you access PaySchools, you will be asked to create a username and password. **Write it down and SAVE it for future use.**

It does NOT store personal bank or credit card information to ensure privacy.

DIRECTIONS

TO PAY REGISTRATION FEES OR MAKE ONLINE PURCHASES USING PAYSCHOOLS

1. Launch your Internet Web Browser.
2. Enter <http://www.webster-city.k12.ia.us/purchases> and press enter.
3. Your browser should display the Online Purchases web page.
4. Using your completed **FEE WORKSHEET**, locate the column for Student 1.
 - a. **Click ONCE on the item** at the top of this web page to purchase items for Student 1.
 - b. Each item is added to the PaySchool's Shopping Cart at the bottom of the same web page.
 - c. After you have entered each item for Student 1, scroll down the web page to review your shopping cart. It will display each item purchased. **Quantity MUST ALWAYS = 1.** To delete an item from the shopping cart, click Quantity and select delete at the top of the list. Your Shopping Cart will display the Grand Total of purchases and will update automatically after each item purchased. You can also click on Update Quantities.
 - d. **Scroll back to the top of the web page to select additional items.** On the Shopping Cart, **Do NOT click on** "Click here to add more items."
5. **Continue adding items for EACH additional student.** When you are finished, scroll down and review the Shopping Cart. All items will be displayed in alphabetical order for all students. The Grand Total will display the total of all items selected. If you forgot to add an item, scroll back to the top of the web page and click on the item. To delete an item from the shopping cart, click Quantity and select delete at the top of the list.
6. **To check out, please click the button "CHECK OUT" at the bottom of the Shopping Cart.**

Directions are continued on back

7. The following PaySchools web page will be displayed.
 - a. If you have a PaySchools account, enter your email address, password, and click login.
 - b. If you are a **FIRST TIME VISITOR**, Click on the link for "first time visitors" to register.
 - c. Enter the required information. Be sure your email is correct. Create your own Password. Write down your email address and password on this sheet.

The screenshot shows the PaySchools website interface. At the top left is the PaySchools logo with the tagline "Online Payment Processing System". A "Main Menu" sidebar on the left lists several options: Available Products, Your Online Profile, Your Students, Your Shopping Cart, Privacy Policy, and Return Policy. The main content area is titled "Welcome! Please Register or Sign In" and features the PaySchools logo. Below the title, it prompts the user to log in, with a link for first-time visitors to register. There are two input fields for "Email Address" and "Password".

8. The next web page will display your Shopping Cart items. Each item in your Shopping Cart must be assigned to a student name. Be sure to add all students to your family account.
 - a. To **ADD A STUDENT**, enter the student's first and last name, student ID number and grade at the bottom of the Shopping Cart. Click Add New Student. Repeat for all students.
 - b. After all students have been created, you can select the student's name from the drop down list next to each item in the shopping cart.
 - c. **Each item MUST be assigned to a student name.**
 - d. When finished, click on the **ASSIGN ITEMS** button below the list of items.
9. **The CHECKOUT – PAYMENT web page is displayed.**
 - a. Review your billing address. Click change if corrections are needed.
 - b. Review Session Summary. It displays all items to be purchased by each student. The Grand Total of purchases is displayed.
 - c. **To pay by E-CHECK**, enter your Bank Routing Number, Bank Account Number, re-enter your Bank Account Number. Click the button, "Pay now by E-Check". Click only once.
 - d. **To pay by CREDIT CARD**, click the link "Click here to pay by Credit Card". This link is located under the Payment by Check. Enter your Credit Card Number followed by the expiration month and year. Double check the Credit Card Number to be sure it is correct. Click the button, "Pay by Credit Card". Click only once.
 - e. You will receive a summary of your transaction by email from PaySchools. It will display your information, items purchased and Financial Summary of this Order. It will display your name, sales date and time, transaction ID, method of payment and payment amount. **Print this for your records. This is your RECEIPT.** Keep it for your records.

If there is a problem with the transaction, such as invalid checking account, insufficient funds, invalid credit card or expired credit card, etc., PaySchools will notify you by email of the failed transaction. **If the transaction fails, NO FUNDS will be deposited.** You will need to stop at the Administration Building at 825 Beach Street to pay registration fees.

Thank You for using PaySchools. There is no charge for using this online payment system. This service is FREE. **Keep these directions for future reference.**