Pay4SchoolStuffOnline.com
Parent's Quick Start Instructions

Paying with Pay4SchoolStuffOnline.com is easy.

Open your internet browser and go to www. Pay4SchoolStuffOnline.com.

You take a virtual tour of the site and learn about creating an account, selecting items to purchase, reporting and other account services by clicking on "Take a Tour".

To Create A New Account:

1) Click on the red "Click Here To CREATE A NEW ACCOUNT" icon.
2) Enter your First Name, Last Name, and Email Address. Your Email Address will be used as your login.
3) Enter and re-enter a Password of your choosing.
4) Enter your Phone Number, and Address.
5) Read and agree to the Terms of Use, then click "Next" on the bottom of the page.
6) Enter the First Name and Last Name of your student.
7) Select the school your student attends by specifying the State, County, and School Name from the drop-down lists.
8) Select the Grade your student is in.
9) Click "Submit" at the bottom of the page.
10) To add another student, simply repeat steps 6-9.

Shopping:

1) To begin shopping for your student, click the "Open" link (under the "Pay For" column) next to their name.
2) A screen will appear that shows categories on the left. To see a quick preview of items offered under a category, click on the "PREVIEW Items available for purchase" link.
3) To begin selecting items, click on the red "SELECT" button on the right.
4) Select an item by clicking the box on the left side of the screen, under the "Select" column.
5) Specify quantity, size, color, or other information that may be required for this item.
6) Click the "Add to Cart" icon on the bottom of the screen.
7) On the Shopping Cart page, you can review or delete your selections, or go "Back" to continue shopping.
8) Click the "Pay Now" icon on the bottom right corner of the Shopping Cart page to complete your purchase.

Reports and Account Services:

From the "Account Services" drop down menu you can edit your account information, and generate reports showing what you've purchased. Items selected but not yet purchased will remain in your Shopping Cart. An overview of these and other features of the system is provided in the virtual tour.

Thanks for using Pay4SchholStuffOnline.com. Please let us know if you have any questions, problems, or suggestions!

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