PAY4 SCHOOL STUFF

Parent Quick Start Instructions

Getting started with Pay4SchoolStuff.com is easy.

<u>To Create A Parent Account:</u>

1) Open your internet browser and go to www.Pay4SchoolStuff.com.
2) Pay4SchoolStuff uses pop-up windows to display forms and other information. Allow pop-up windows for this site.
3) To access using a mobile device: Use the Google Chrome internet browser to access the site.
4) To access an existing account: Select 'LOGIN' located below the 'PARENT SIGNUP' box.
5) To set up account prior to purchasing an item: complete the required information in the 'PARENT SIGNUP' box and click 'SIGNUP'. Complete steps 11-16 prior to shopping.
6) You may proceed to your school's Payment Menu or a specific payment item by clicking on 'MARKETPLACE' in the upper left-hand corner of the landing page. Then complete your account setup (follow steps 7 – 16) or login at checkout and enter your billing information to complete transaction.
7) Enter your First Name, Last Name and Email Address. Your Email Address will be used as your login/User ID.
8) Enter a Password of your choosing between 6-12 characters in length.
9) Enter your Phone Number and full Address.
    - **Note: Pay4SchoolStuff.com does not sell ANY information to third parties.**
10) Read and agree to the 'TERMS OF USE' then click the 'SIGNUP' button located at the bottom of the page.
11) Activate your account by clicking the link in the confirmation email sent by info@pay4schoolstuff.com.
12) To edit student information: Under 'PARENT OPTIONS' select 'YOUR STUDENTS' then enter the student information. * Your school may request entry of the Student ID and/or Teacher Name.
13) Select the school by specifying the State, County, and School Name from the drop-down lists.
14) Select your students' grade. Change this grade each year under Parent Options > Your Students > Edit.
15) If you do not have a student at the school, **you may self-register by entering your own name**, and selecting "Adult" under grade. If you are   registering your child for an item or event at another school, create a new account for your child at that school. If your child changes schools, add them as a new student to the new school.
16) Click "Submit" at the bottom of the page.
17) To add another student, simply repeat steps 12-16.

<u>Shopping:</u>

1) Once your account is created you are ready to begin shopping online at www.pay4schoolstuff.com or via the mobile app! Download 'P4SS' in your app store today!
    - Note: You must have an active account to access the mobile app.
2) Once logged in: begin shopping for your student by clicking the "Select" button next to the student name.
3) A screen will appear that shows categories on the left. T o   preview the items available under the category, click on the "Preview Items Available for Purchase" link.
4) To begin selecting items, click on the "SELECT" button to the right of the desired category.
5) If you do not see the item(s) you are looking for - it has either sold out or is otherwise unavailable for purchase.
6) Select an item by checking the box on the left side of the screen, under the "Select" column.
7) Specify the quantity, size, color, text entry and/or other information that may be required for the item.
8) You may be asked to fill out a form, fill in your own price for an item, or select an item with "zero-cost".
9) If you have any questions about an item, click on the "?" in the upper right-hand corner of the item listing.
10) Click the "Add to Cart" icon on the bottom of the page. Continue shopping for additional items or other students or proceed to checkout.
11) On the Shopping Cart page, you can review or delete your selections, shop for another student or pay.
12) 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 "Parent Options" drop-down menu you can edit account information, update student information and generate reports to review your previous   purchases. Go to "Your Students" to change their grade, teacher and/or school assignment from year-to-year.

Notes:

Visa, MasterCard, Discover and American Express credit and debit cards are accepted. For security purposes, Pay4SchoolStuff does not store credit/debit card information on the site. Card information must be entered at checkout and is securely transmitted via 256-bit encryption.

Pay4SchoolStuff does not list, track, deliver, or provide refunds for items available on the site. Questions regarding specific items,   order status, changes, or item availability should be directed to the person(s) responsible for listing the items. To email the   administrator who listed an item, click on the "?" in the upper right-hand corner of the item listing. Parents receive email receipts from the system for every successful transaction and have 24/7 access to online reporting. If you do not receive an email receipt, check your spam folder and add info@pay4schhoolstuff.com to your safe sender list.