Getting started with Pay4SchoolStuff.com is easy.

Parents and other Adults can either go directly to an item via the Marketplace or set up an account and/or login by clicking "Login."

To Create A New Account:

1) Open your internet browser and go to www.Pay4SchoolStuff.com or www.p4ss.com.
2) Pay4SchoolStuff uses pop-up windows to display forms and other information. Allow pop-up windows for this site.
3) If using a mobile device, use the Google Chrome internet browser to access the site.
4) Click on the orange "Login" button on the top left hand menu bar.
5) Click on "Create Parent Account" at the bottom of the screen.
6) Enter your First Name, Last Name, and Email Address. Your Email Address will be used as your login/User ID.
7) Enter and re-enter a Password of your choosing.
8) Enter your Phone Number and Address.
9) Read and agree to the Terms of Use, then click "Next" on the bottom of the page.
10) Enter the First Name and Last Name of your student. Your school may require entry of the Student ID. 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.
11) Select the school by specifying the State, County, and School Name from the drop-down lists.
12) Select your students' grade. This grade must be updated each year under Parent Services/Your Students/Edit. **DO NOT CLICK "DELETE' WHEN YOUR CHILD CHANGES SCHOOLS** (as this will remove him from the database and will prevent paying for this student.
13) Choose your child's Teacher Name (if school requires it) from the dropdown list.
14) Click "Submit" at the bottom of the page. To add another student, simply repeat steps 9-14.

Shopping with Existing Account

1) To begin shopping for your student, go to **Marketplace** and directly to an item on your school's payment menu, **OR** click on the orange "Login" button in the top left hand menu bar.
2) Enter your User Name (e-mail address) and Password in the spaces provided.
3) "Select" link (under "Pay For") next to your child's name if you have an existing account.
4) A screen will appear that shows payment categories on the left. To see a quick preview of items offered under a category, click on the "PREVIEW Items available for purchase" link.
5) To begin selecting items, click on the orange "SELECT" button on the right.
6) If you do not see the item you are looking for, it has either sold out or is otherwise not available.
7) Select an item by clicking the small checkbox on the left side of the screen, under the "Select" column.
8) Specify quantity, size, color, text entry or other information that may be required for this item.
9) If you have any questions about an item, click on the "?" in the upper right hand corner of the item listing.
10) You may be asked to fill out a form, fill in your own price for an item, or select an item with "zero-cost".
11) Click the "Add to Cart" icon on the bottom of the screen.
12) On the Shopping Cart page, you can review or delete your selections, or go "Back" to continue shopping.
13) Click the "Pay Now/Login" icon on the bottom right corner of the Shopping Cart page to complete your purchase.

Shopping Through the MARKETPLACE (with or without Existing Account)

1) Click on **"Marketplace"** in the top left menu bar.
2) Highlight your desired school in the drop down list provided. This school's Payment Menu will appear within 1-2 seconds.
3) Highlight the desired items you wish to pay for.
4) 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.
5) To begin selecting items, click on the orange "SELECT" button on the right.
6) If you do not see the item you are looking for, it has either sold out or is otherwise not available.
7) Select an item by clicking the box on the left side of the screen, under the "Select" column.
8) Specify quantity, size, color, text entry or other information that may be required for this item.
9) If you have any questions about an item, click on the "?" in the upper right hand corner of the item listing.
10) You may be asked to fill out a form, fill in your own price for an item, or select an item with "zero-cost".
11) Click the "Add to Cart" icon on the bottom of the screen.
12) On the Shopping Cart page, you can review or delete your selections, or go "Back" to continue shopping.
13) Click the "Pay Now/Login" icon on the bottom right corner of the Shopping Cart page to complete your purchase.
14) Repeat steps #5 to #14 under "To Create a New Account" above, or complete purchase by logging in to your account.

Reports and Account Services:

From the "Parent Options" drop-down menu you can Edit Account information, and Generate Reports showing what you've purchased. Go to "Your Students" to change their grade, teacher (if required) 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.

Thanks for using Pay4SchoolStuff.com. Please let us know if you have any questions, problems, or suggestions!