



## Parent Quick Start Instructions

Rev: 03/19

Getting started with Pay4SchoolStuff.com is easy.

### To Create A New Account:

- 1) Open your internet browser and go to [www.Pay4SchoolStuff.com](http://www.Pay4SchoolStuff.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) If you would like to set up account before purchasing an item from your school, click on "Login" located below the 'Parent Signup' box.
- 5) You may proceed to locate your school's Payment Menu or a specific payment item by clicking on "Marketplace" on the upper left-hand menu bar. You can then complete your account set-up (steps 6-14 following) or login when checking out and entering your billing information at the end of your session.
- 6) Enter your First Name, Last Name, and Email Address. Your Email Address will be used as your login/User ID.
- 7) Enter a Password of your choosing.
- 8) Enter your Phone Number and Mailing Address.
- 9) Read and agree to the Terms of Use, then click "Sign Up" on the bottom of the page. Activate your account by clicking the link in the confirmation email sent by [info@pay4schoolstuff.com](mailto:info@pay4schoolstuff.com).
- 10) To edit student information, at the top of the page under "Parent Options" select "Your Students". Enter the First Name and Last Name of your student. Your school may require entry of the Student ID and/or your child's Teacher Name. These fields will be required if lightened during your account set-up.
- 11) 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.
- 12) Select the school by specifying the State, County, and School Name from the drop-down lists.
- 13) Select your students' grade. Change this grade each year under Parent Options>Your Students>Edit.
- 14) Click "Submit" at the bottom of the page.
- 15) To add another student, simply repeat steps 9-12.

### Shopping:

- 1) After logging in to your existing account, to begin shopping for your student click the "Select" 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 orange "SELECT" button on the right.
- 4) If you do not see the item you are looking for, it has either sold out or is otherwise unavailable for purchase. You may search for an item in the Marketplace tab on the upper left-hand menu bar.
- 5) Select an item by clicking the box on the left side of the screen, under the "Select" column.
- 6) Specify the quantity, size, color, text entry and/or other information that may be required for this item.
- 7) If you have any questions about an item, click on the "?" in the upper right-hand corner of the item listing.
- 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) Click the "Add to Cart" icon on the bottom of the screen. Continue shopping for additional items or proceed to checkout.
- 10) On the Shopping Cart page, you can review or delete your selections, shop for another student or pay.
- 11) 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 (your) Account information, and Generate Reports showing what you’ve purchased. 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@pay4schoolstuff.com](mailto:info@pay4schoolstuff.com) to your safe sender list.