

Northwood - Kensett Schools PaySchools Online Payment Instructions

You can now pay for your school registration (and lunch fees) online using PaySchools. You can pay with either your checking account information, or using a credit or debit card.

You can get started by going to:

<http://www.payschools.com/categories.asp?id=37731A85439F468D82DAA86508C8F3C8>

Once you click on the link, you will be directed to our main Available Items page on our PaySchools site. Here, you can click on the category of what you will be paying for (Jr/Sr High Registration for example). Then, you will see a list of the fees. You will need to click "Add to Cart" for each applicable fee. All students will need to add the Book Rental fee. Add the other items that are appropriate.

After you have added an item to your cart, it will show you what items are in your cart. You can click the Continue Shopping button to return to the main "Available Items" page. Click back on the same category (such as Jr/Sr High Registration) to add more items, or click on another category (such as Elementary Registration) to add items for a student there.

If you are registering more than one student in the same section (2 kids in elementary, for example), you will need to add the appropriate items to your cart a second time. It will not allow you to just change the quantity in your shopping cart to register more than one student. This is done so that each item can be assigned to an individual student when you start the check out process.

When you have added all of the items you need to your cart, you can click on Check Out near the bottom of the screen.

Now, you will be directed to a log in screen. The first time you use PaySchools, you will need to register. It says "First time users, click here to register". It will ask for your name, address, phone number, e-mail address, and a password to use for PaySchools. Then, click the Register button.

Next, it will ask you to add a student to your account. It will ask for their first name, last name, student ID (which is their lunch account number), and their grade.

After you fill out the information and click the Add New Student button, it will take you back to the same page so that you can either add more students or continue the checkout process by selecting a student for each item in your cart.

The next step takes you to where you can enter checking account information for payment (or choose the Credit or Debit Card option listed directly below the Grand Total. You will then enter the information on the screen as directed, then click the Pay Now button when you are finished.