

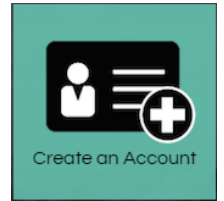


## [Register](#) for a free SchoolPay Payment Center account:

**Step 1 (Payer Info):** Go to <https://www.schoolpay.com>, and click on **Create an Account**. Enter your information including email address, name, address and phone number, click **Continue**.

**Step 2 (child/children information):** Enter the district name, school name, add the student's first name or ID number, and last name. The ID number is printed on the invoice you received. Repeat step two for each additional child in your household.

**Step 3 (confirm and log in):** An email containing a randomly-assigned password will be sent to your email. If you do not see it, check your spam filter. Key in the password from the email into the final page of your registration. If you still don't see the email, click the Open Lock icon and follow reset instructions.



### Create an Account

Select your student's school type:

1 2: Student Info 3

Please type the name of your school district:

Please select your school:  
  
RCS  
Romeo High School\_9th Grade Academy  
Romeo Middle School  
**Washington Elementary**

**Selected Students:**

Name	School	Grade	
M. [REDACTED]	Washington Elementary	2	<input type="button" value="X"/>

## Continue

You will receive an email with a randomly generated password. To set a new password, enter this randomly generated password into the first textbox below. Then, enter your new password in the two following textboxes.

### Set Your Password

1 2 3: Finalize

An email was just sent to bmcleod64@att.net with a randomly generated password. To set a new password, enter this randomly generated password into the first textbox below. Then, enter your new password in the two following textboxes.

## Select from the list of items and add to the cart and Checkout

The screenshot shows the 'School Payments' page. On the left is a navigation menu with 'School Payments', 'Food Services', and 'Nonprofit Groups'. The main content area lists three items:

- Chromebook: Case** - Chromebook Case, Payment to: Romeo Community Schools, Price: \$35.00. Includes an 'ADD TO CART' button.
- Chromebook: Lost / Stolen / Damaged Beyond Repair** - Replacement cost of a Chromebook, Payment to: Romeo Community Schools, Price: \$200.00. Includes an 'ADD TO CART' button.
- Chromebook: Repairs / Services** - Repairs or Services to Chromebook 1st Incident 2nd Incident 3rd Incident - Full Cost of, Price: \$200.00. Includes a 'VIEW ITEMS' button.

The screenshot shows the item detail page for 'Chromebook: Case'. It displays the item name, 'Chromebook Case', and the payment information: 'Payment to: Romeo Community Schools', 'Item Amount: \$35.00', and '+ Additional Fees:'. Below this is a 'Purchase for:' dropdown menu with a selection for 'N... SRS'. At the bottom, there are two buttons: 'Add and Continue Shopping' and 'Check Out'.

The screenshot shows the shopping cart page. The cart contains one item: 'Chromebook: Case' for \$35.00, with details 'To: Romeo Community Schools' and 'For: N... SRS'. The quantity is 1. The total amount is \$35.00. At the bottom, there are three buttons: 'Empty Cart', '+ ADD MORE ITEMS', and 'BILLING'.

## Add a credit card, Review Order and Finish

Storing account information is optional and not required to register or use the service. Storing payment account information speeds check out and is required to perform some special functions such as automatic replenishment of food service accounts, however, it is never required.

The screenshot shows the 'Payment' page. It features a 'CREDIT CARD' button and a section for 'Payment Methods Accepted' including VISA, Discover, and American Express. Below this is a form to 'Enter a Card' with fields for 'Credit Card Number', '01' (dropdown), '2021' (dropdown), 'CVV Code', a checkbox for 'Save this card information for future use', and a 'Card Label' field.

The screenshot shows the checkout summary bar. It displays the total amount 'Total: \$35.00' and two buttons: 'CART' and 'REVIEW ORDER'.