

PaySchools

OnLine Payment Processing System

**New Payment System Brings Online Convenience to
Murray City School District Parents**

BEGINNING APRIL 1, 2008

Make Payments Online!

Murray School District is pleased to bring you the online convenience of our new payment processing system, PaySchools. This program allows you to make meal payments online via e-check or credit card at your convenience all from our school's Web site.

How It Works

Access our online payment processing system from our school's Web site at www.murrayschools.org. Then go to the link "Murray PaySchools online meal payments". If you are a first time user click on the Instructions link.

YOU WILL NEED TO HAVE YOUR STUDENT(S) SCHOOL IDENTIFICATION NUMBER TO ACCESS

1. Click on link to payschools from Murray School District Website.
2. Select "Murray School District School Meals"
3. Select "add to cart" on the school the student attends.
4. Enter the amount you are paying. If paying for multiple students, only enter the amount for the first student at this time.
5. Select "Set payment amount"
6. If this is the only student you are paying for select "checkout". If you need to make a payment for another student, select "Click here to add more items"
7. Once you have added amounts for each student you are paying for select "Checkout"
8. You then will be asked to enter your email address and password. If you have already registered with PaySchools, enter this information and select "login". If this is your first time using PaySchools, select "click here to register". Enter the information on the registration screen. Note: When entering a student you must fill in the student ID to ensure the payment is applied to the correct student. The ID number is the same as your student currently uses when getting their lunch at school. You may also call the school to get the student ID number.
9. PaySchools will then ask you to allocate each payment to a specific student. Use the dropdown menu to select where each payment should be credited. If the student you want to pay for is not showing, you can add them on this same page by entering the student name and student ID and clicking on "Add new student".
10. Once you have selected a student for each payment amount, click on "Assign items"

11. A summary of your order will be provided with a choice of how you would like to pay. You may pay with an electronic check by filling out the routing number, account number and selecting "Pay now by E-Check". If you would like to use a credit/debit card select "Click here to pay by credit card".

12. After the payment is received you will receive an email confirmation. **The**

payment will be credited to your student(s) accounts the next business day.

PaySchools uses "Secure Sockets layer" (SSL) software, requires passwords throughout the program, and **does not store personal bank or credit card information to ensure privacy and security for users.**

Benefits For You

Not only is this service a convenience for you, it saves district resources that can be spent on your child's education. PaySchools offers you:

- * Easy and convenient online access to pay fees 24 hours, 7 days a week.
- * **THERE IS A ONE DAY DELAY IN PROCESSING**
- * An end to lost checks.
- * Ability to view account history of purchases
- * Assurance of private and secure transmissions
- * There is a \$1.00 user fee per transaction

We are currently accepting online payments for the following items:

School Lunch Deposits

To get started visit our Web Site at www.murrayschools.org.

