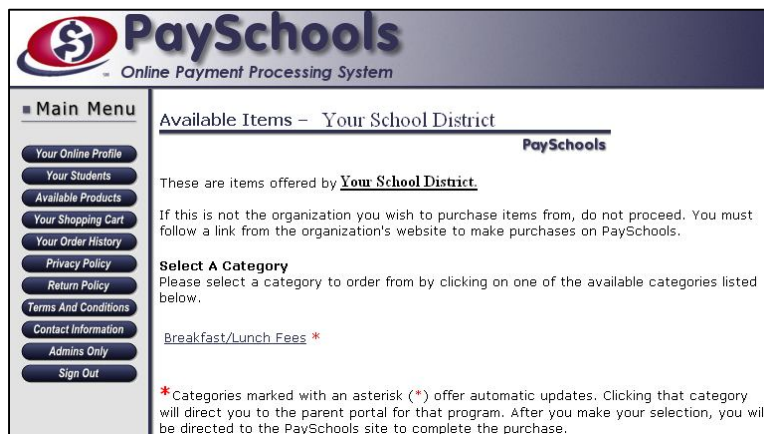


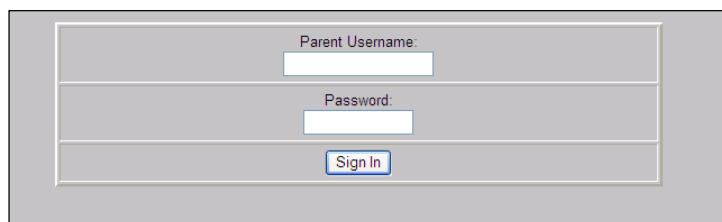
PaySchools User Guide – JMC Integration

1. Follow the PaySchools link from the school district's website.
2. Choose the appropriate lunch category with *, which will redirect you to JMC to view your student's current lunch account balance.



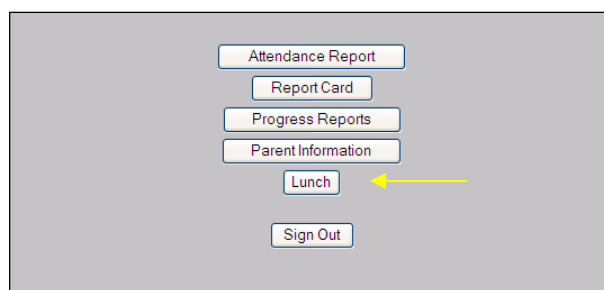
The screenshot shows the PaySchools website. At the top is the PaySchools logo with the tagline "Online Payment Processing System". Below the logo is a "Main Menu" with links: Your Online Profile, Your Students, Available Products, Your Shopping Cart, Your Order History, Privacy Policy, Return Policy, Terms And Conditions, Contact Information, Admins Only, and Sign Out. The main content area is titled "Available Items – Your School District" and includes a "PaySchools" sub-header. It contains text about items offered by the school district and a "Select A Category" section. Under "Select A Category", there is a link for "Breakfast/Lunch Fees *". A footnote at the bottom explains that categories marked with an asterisk (*) offer automatic updates and redirect to the parent portal for completion.

3. Enter your JMC username and password and click “Sign In.”



The screenshot shows a "Sign In" form. It has two input fields: "Parent Username:" and "Password:". Below the password field is a "Sign In" button.

4. Select the “Lunch” option to view your student's balance information and the link to make a payment.



The screenshot shows a menu of options: Attendance Report, Report Card, Progress Reports, Parent Information, Lunch, and Sign Out. A yellow arrow points to the "Lunch" button.

5. From the Lunch screen, select the “Make Student Account Deposit” link. This option will direct your from JMC to PaySchools where you’ll enter the dollar amount you wish to add to your student’s balance.

The screenshot shows a web interface for a lunch account. At the top, it says "Lunch" and "Thu 12/04/08". Below this, there are two sections. The first section shows a "Balance" of "\$0.00" and a button labeled "Account Transactions". The second section shows a "Balance" of "\$5.05" and two buttons: "Student Lunch Transactions" and "Make Student Account Deposit". The "Make Student Account Deposit" button is highlighted with a yellow oval.

6. Select the “Add To Cart” button next to the item you wish to purchase.

The screenshot shows the PaySchools website. The header includes the PaySchools logo and the text "Online Payment Processing System". On the left, there is a "Main Menu" with links: "Your Online Profile", "Your Students", "Available Products", "Your Shopping Cart", "Your Order History", "Privacy Policy", "Return Policy", "Terms And Conditions", "Contact Information", "Admins Only", and "Sign Out". The main content area is titled "Available Items" and "PaySchools". It lists "Breakfast/Lunch Fees" and states: "The following items are currently offered by Your School District." and "The following items are currently available:". Below this, there is a table with two columns: "Breakfast/Lunch Fees" and "Price: Add to cart, then enter amount". The "Breakfast/Lunch Fees" column contains the text "Deposit money into your student's lunch account." and the "Price" column contains the text "Add To Cart". Below the table, there is a note: "If this is not the organization you wish to purchase items from, do not proceed. You must follow a link from the organization's website to make a purchase on PaySchools."

7. Enter the dollar amount you would like to deposit then click “Set Payment Amount”.

The screenshot shows the PaySchools website. The header includes the PaySchools logo and the text "Online Payment Processing System". On the left, there is a "Main Menu" with links: "Your Online Profile", "Your Students", "Available Products", "Your Shopping Cart", "Your Order History", "Privacy Policy", "Return Policy", "Terms And Conditions", "Contact Information", "Admins Only", and "Sign Out". The main content area is titled "Please Indicate A Dollar Amount Below" and "PaySchools". It contains the text: "The item you are purchasing, Breakfast/Lunch Fees, requires you to enter the dollar amount. Please enter the dollar amount you are paying on this item in the box below." Below this text, there is a text input field labeled "Amount You Are Paying:" with the value "25.00" entered. To the right of the input field is a button labeled "Set Payment Amount".

8. After you have added the item to your cart, you are directed to Your Shopping Cart. If you would like to add more items, select the “[Click here to add more items](#)” link or select the *Available Items* button from the left hand navigation bar. If you do not want to add any other items, select the Check Out button located at the bottom of the page.

PaySchools
- Online Payment Processing System

■ Main Menu

- Your Online Profile
- Your Students
- Available Products
- Your Shopping Cart
- Your Order History
- Privacy Policy
- Return Policy
- Terms And Conditions
- Contact Information
- Admins Only
- Sign Out

Your Shopping Cart

PaySchools

Add more items by selecting from the menu to the left. Remove items by setting the Quantity to "Delete" and updating.

Some items may need to have a student associated with them. To assign multiple students to a single item, add the single item to your cart multiple times. Any item marked as "locked" cannot be adjusted here.

When you're ready to check out, just click the blue button at the bottom of this page. [Click here to add more items.](#)

Category	Item Name	Price	Quantity
Breakfast/Lunch Fees	Breakfast/Lunch Fees	\$25.00	1

Grand Total: \$25.00

[Update Quantities](#)

[Continue Shopping](#)

[Check Out](#)

If you don't wish to pay online with PaySchools [click here.](#)

5. If this is your first time using this system, you will need to register a PaySchools login at this time. Select (first time visitors please [click here to register](#))

PaySchools
- Online Payment Processing System

■ Main Menu

- Your Online Profile
- Your Students
- Available Products
- Your Shopping Cart
- Your Order History
- Privacy Policy
- Return Policy
- Terms And Conditions
- Contact Information
- Admins Only
- Sign Out

Welcome! Please Register or Sign In

PaySchools

First time users, please [click here to register.](#)

Registered users, please enter your login information below.

Email Address

Password

☐ Remember me (Cookies are required; not recommended if you are on a public computer or terminal)

[Login](#)

[Forgot your password or email address?](#)

[Not sure if you have an account?](#)

GoDaddy.com
SECURE WEB SITE
MAR 18 2009 11:45:35

6. Enter all required (*) information on the following screen. If you will be using a debit or credit card to complete your transaction, your billing address MUST match the address that is on your account. Select Register when information is complete.

Creating Your Online Profile

PaySchools

Please complete the form below to register your PaySchools account. We do not share our customer information with any other organization or entity. ([Privacy Policy](#))

If you have previously registered, please select Your Online Profile to login.

(*Required Fields)

*First Name:

*Last Name:

*Billing Address line 1:

Billing Address line 2:

*City:

*State:

*ZIP Code:

Country: USA

*Telephone Number (Including area code):

*Email Address:

*Type Email Address Again:

*Choose a Password:

*Type Password Again:

☐ Remember me on future visits (Avoids login prompt in the future)
(not recommended if you are on a public computer or terminal)

We do not share our customer information with any other organization or entity.
No customer credit card or bank account numbers are stored.

8. To make your purchase with an electronic check (e-check), complete the form below. Enter your 9-digit bank routing number and account number in the appropriate fields. If you have any special comments for your purchase, you may enter them in the box provided. Select the *Pay Now by E-Check* button once; the confirmation page may take a few seconds to load. If you are unsure if your transaction has processed or you receive an error message, please call PaySchools at 866-729-5353 Option 2 or view your transactions by selecting *Your Order History* from the left-hand navigation bar.

Main Menu

Your Online Profile

Your Students

Available Products

Your Shopping Cart

Your Order History

Privacy Policy

Return Policy

Terms And Conditions

Contact Information

Admins Only

Sign Out

Go2addy.com

SECURE WEB SITE

JUN 15 2010 9:47:48

Checkout: Payschools Accepts Check or Credit/Debit Card Payments

PaySchools

Please verify that the information below is correct.

Your Billing Address: (change)

Traci PaySchools
6000 Grand Ave
Des Moines, IA, 50312, USA
866-729-5353 ext 2
tgiles@ia-sb.org

Category	Item Name	Purchased For	Price Qty
School District	Breakfast/Lunch Fees	123456789	\$25.00 1
			District Subtotal \$25.00
			District Convenience Fee \$0.00
			District Total \$25.00
			Grand Total: \$25.00

Pay By Check
(Complete Form Below)

Pay by Credit Card or PayPal
(Click Here)

JOHN OR JANE DOE
1234 Boone Street, 123-456-7890
Hometown, IA 50005

Bank Routing Number
4857

Bank Account Number
04857

Re-Enter Account Number

Special comment or instructions (450 characters max - optional)

Pay Now by E-Check

Do not click more than once. The order confirmation page may take a few seconds to load.

9. To pay by Visa, MasterCard or Discover credit/debit card, enter the 16-digit card number, expiration month and year, the 3-digit security code from the back of your card and your home phone number and email address. Select the *Review Order and Continue* button.

If you have an existing PayPal account and would like to use that to complete your transaction, simply enter your PayPal login information into the fields provided. Please note that your PayPal login information may not be the same as your PaySchools login information. PaySchools does not have access to your PayPal login information and you should follow the “Forgot email address or password?” link to retrieve that information.

PaySchools Online Payment Processing

Your School District Name Online Purchase

Total: \$25.00 USD

Pay with Credit Card or Log In

PayPal Secure Payments

Already have a PayPal account?

Learn more about PayPal - the safer, easier way to pay.
Enter your billing information

Country: United States

Credit Card Number: 4275638278032278

Payment Type:   

Expiration Date: 10 / 15 CSC: 123 [What's this?](#)

Billing Information: Traci PaySchools
6000 Grand Ave
Des Moines, IA 50312
United States
[Change](#)

Home Telephone: 515-555-5353
555-555-1234

Email: traci@payschools.com

[Review Order and Continue](#)

Cancel and return to [PaySchools Online Payment Processing](#).

Please log in

Email:

Password:

[Log In](#)

Forgot [email address](#) or [password](#)?

10. Review the order information as it is displayed below. If you would like to add comments to your order, select “Add special instructions to the merchant” link. Those notes will appear on your order summary and will be visible to the school district; PaySchools can not guarantee that the comments will be read by district staff. If your order is correct as noted, select *Pay Now* to process your order.

If changes to your order are necessary, select the Cancel link to restart your order.

PaySchools Online Payment Processing

Review your payment

PayPal Secure Payments

Already have a PayPal account?

If the information below is correct, click **Pay Now** to complete your payment.

Description	Unit Price	Quantity	Amount
Your School District Online Purchase	\$25.00	1	\$25.00
Add special instructions to merchant			Item total: \$25.00
			Total: \$25.00 USD

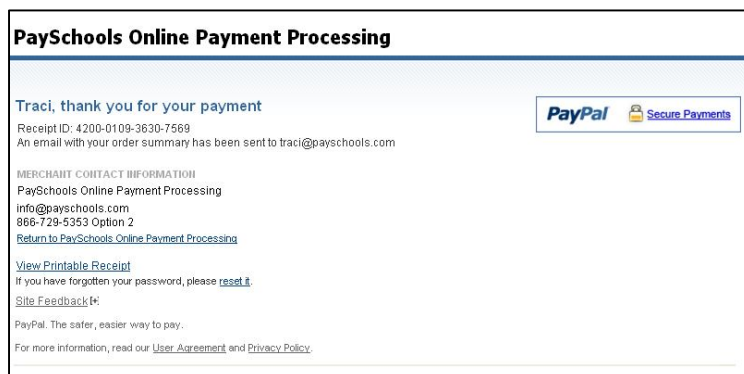
Payment Method: Credit/Debit Card : Visa XXXX-XXXX-XXXX-2278 \$25.00 USD
This credit card transaction will appear on your bill as "PAYSCHOOLS".
[Change](#)

Contact Information: traci@payschools.com

[Pay Now](#)

Cancel and return to [PaySchools Online Payment Processing](#).

11. Once your order is complete, you will receive a confirmation page from PayPal. Select “Return to PaySchools Online Payment Processing” to be directed back the PaySchools confirmation page.



12. You will receive a confirmation page from PaySchools and a confirmation email to the address on your PaySchools account. Select Sign Out to end your session.

