MPS WEBPAY INSTRUCTIONS
MACARTHUR 6TH GRADE OCEANOGRAPHY TRIP

STEP 1: To pay online go to:  https://mpswebpay.mpsaz.org

STEP 2: Enter User Name. (Use the 8-digit Adult ID #) Enter Password. (Use last name, up to the first 8 alpha characters. (Remember, it is case sensitive). Please note: if you have changed your user name/password you will need to use that updated user name & Password. Click on “Sign in” box.

If you still need help logging in, please call 480-472-0133

STEP 3: The Parent should see their name along with all their MPS Students.

Click on the Student at MacArthur Elementary and enter in the amount you that you wish to pay for the trip.

STEP 4: Under the Shop/Donate Tab, click on the bar that reads: “Items At Student’s School.”
STEP 5: Click on “6TH Grade Oceanography Trip”

Need assistance? See the Help link at the bottom of the screen.

STEP 6: Select either the Club Account #7134 TR/STUDENT 6TH GRADE OCEANOGRAPHY OR #7134 TRIP/ADULT OCEANOGRAPHY (Chaperone payments are to be made here.) OR the ECA Account #8134 – TR/STUDENT 6TH GRADE OCEANOGRAPHY (NO ADULT Chaperone payments are to be made into this account).

Enter in the Amount you wish to pay. Click the “Add” button to put item in your Shopping Cart.

STEP 7: Click “Checkout” at the Top to finish and make your payment.