

MPS WebPay Payment Instructions

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

User Name

Password

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

- For help logging in, see “**Parent Instructions**” on top left hand side of the page.

MPS Parents

If you are a MPS Parent, you have an assigned User Name and Password, please see:

[Parent Instructions](#)

Parents must use their User Name and Password to pay student fees. Do not use a Guest Account.

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

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

Click on the student for whom you wish to make a payment.

The screenshot shows the Mesa Public Schools WebPay interface. At the top, there is a blue header with the Mesa Public Schools logo and the tagline 'UNPRECEDENTED EXCELLENCE IN EDUCATION'. Below the header, there are navigation links for 'Your Family', 'Contact Us', and 'Checkout'. The main content area is titled 'Who are you shopping for?' and contains three buttons: 'Students', 'Parent', and 'Guest'. The 'Students' button is highlighted with a red arrow. Below the 'Students' button, there are two student entries: 'Rhodes Jr High' (Grade 08) and 'Crimson' (Grade 05). Red arrows point to the 'Rhodes Jr High' entry. At the bottom of the page, there is a footer with the copyright information: '© 2015 | 63 E. Main St. #101, Mesa, AZ 85201 | Terms & Conditions | Help'.

Junior High Parents: Under the Shop/Donate Tab, click on the bar that reads: “**Items at Student’s School**”, then proceed to Step 5.

Shop/Donate

[Items At Student's School](#)

High School Parents:

If you have a student in High School, a red box should appear which contains fees/fines that are owed. Click on “**View**” to see fees/fines.

Attention: Adam has \$70.00 in unpaid fines/fees. View

High School students, please pay class fees here.

You must complete the checkout process for all **fines** before optional items will be available for purchase.

Under the “**Pay**” column, click on the fees/fines that you are going to pay. Click on the “**Pay Selected Fines/Fees.**” Both 1st and 2nd semester course fees are shown.

Fines / Fees

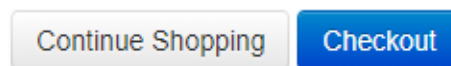
High School students, please pay class fees here.

You must complete the checkout process for all **fines** before optional items will be available for purchase.

| Type | Date | Item | Memo | | Amount Due | Pay |
|------|-----------|--------------------------------------|--------------|----------------------|------------|--------------------------|
| Fee | 7/14/2018 | DECLINE DEVICE PROTECTION PLAN (275) | | View | \$0.00 | <input type="checkbox"/> |
| Fee | 7/14/2018 | DEVICE PROTECTION PLAN (275) | | View | \$30.00 | <input type="checkbox"/> |
| Fee | 7/17/2018 | INTRO TO ENGINEERING DESIGN | 1st Semester | View | \$15.00 | <input type="checkbox"/> |
| Fee | 7/17/2018 | INTRO TO ENGINEERING DESIGN | 2nd Semester | View | \$15.00 | <input type="checkbox"/> |

Pay Selected Fines/Fees

STEP 4: If you wish to purchase optional items such as Yearbooks, Activity Cards, Spirit Shirts, etc., click on the “**Continue Shopping**” tab, otherwise click on the “**Checkout**” tab.



STEP 5: Click on the “**2018-19 Registration**” link to purchase optional items. After adding items to your shopping cart, proceed to Step 6.



STEP 6: Click “**Checkout**” at the top to finish and make your payment.



- Then click on the “**Checkout**” tab to complete the payment process.

