MPS WebPay Payment Instructions

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, 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.

- 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.

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

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.

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.