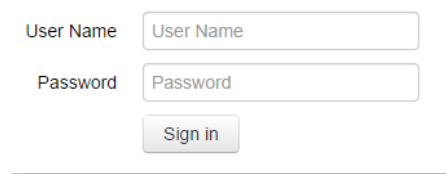


MPS WEBPAY TRIP PAYMENT INSTRUCTIONS

STEP 1: To pay online go to:

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.
For help logging in see **“Parent Instructions”**.



User Name

Password

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 your Student at their school site that you wish to make a payment for.



Mesa Public Schools
UNPRECEDENTED EXCELLENCE IN EDUCATION

Your Family [Contact Us](#) [Checkout](#)

Who are you shopping for?

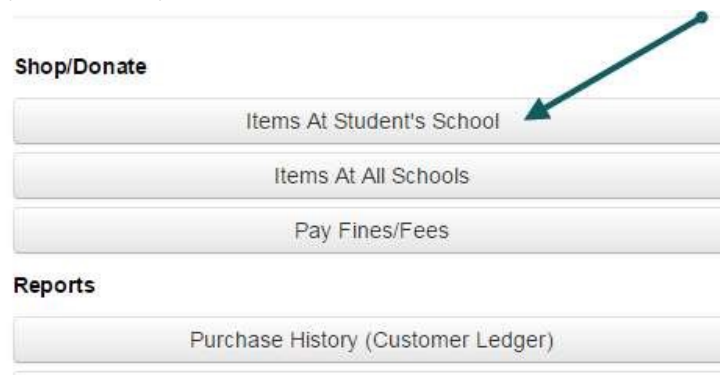
Students

- Rhodes Jr High [Link](#) Grade 08
- Cresmon [Link](#) Grade 05

Parent [Link](#)

© 2015 | 63 E. Main St. #101, Mesa, AZ 85201 | [Terms & Conditions](#) | [Help](#)

STEP 4: Under the Shop/Donate Tab, click on the bar that reads: **“Items At Student’s School.”**



Shop/Donate

- [Items At Student's School](#)
- [Items At All Schools](#)
- [Pay Fines/Fees](#)



Reports

- [Purchase History \(Customer Ledger\)](#)

STEP 5: Click on the category that you will be paying, for example: Close Up

You are here	Carson Jr High
Categories	2017-2018 Registration CLOSE UP TRIP SFArchive Sports Camps - ECA Tax Credit Eligible Jr. High Athletics - ECA Tax Credit Eligible Donation - ECA Tax Credit Eligible

STEP 6: Example: Select either the **#7161 CLOSE UP CLUB** (ALL Adult Chaperone payments must be made here, student payment may be made into this account) **OR** **#8161 CLOSE UP ECA** (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.

Item	Qty	Amount	
 7161 CLOSE UP - CLUB This payment is NOT ECA tax credit eligible. (Student Payments May be Made into this Account. ALL ADULT Chaperone Payments are to be made into this Account).	<input type="text" value="1"/>	<input type="text" value="0.00"/>	Add
 8161 CLOSE-UP - ECA This donation may be ECA tax credit eligible. Contributions are NONREFUNDABLE. (Student Payments ONLY. NO ADULT Chaperone Payments are to be made into this Account).	<input type="text" value="1"/>	<input type="text" value="0.00"/>	Add

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

