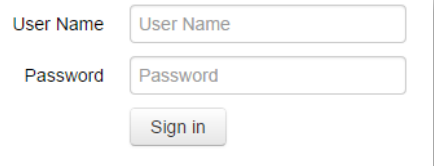


# MPS WEBPAY INSTRUCTIONS

## SHEPHERD JR CLOSE-UP TRIP

**STEP 1:** To pay online go to: <https://mpswepay.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.



User Name

Password

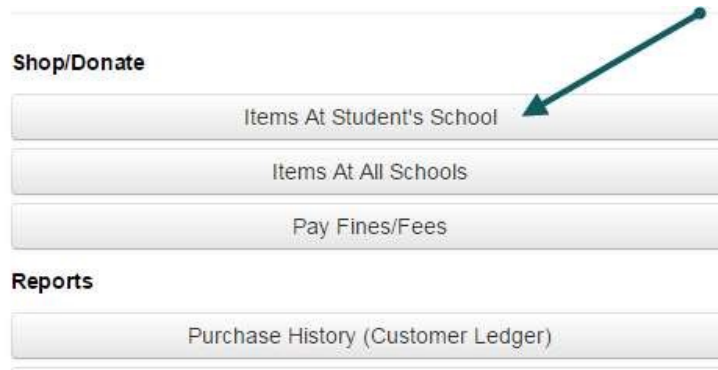
If you still need help logging in, please call 480-472-0133

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

Click on the Student at SHEPHERD JR that you wish to make a payment for.



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





**STEP 5:** Click on "CLOSE UP TRIP"

**You are here** [Shepherd Jr High](#)

**Categories** [2016-2017 A Hour Class](#) | [2017-2018 Registraton](#) | [CB02](#) **CLOSE UP** | [SFArchive](#) | [Sports Camps - ECA Tax Credit Eligible](#) | [Jr. High Athletics - ECA Tax Credit Eligible](#) | [Donation - ECA Tax Credit Eligible](#)

**STEP 6:** 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.

		Close Up Trip		
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 MUST be made into this account.)	<input type="text" value="1"/>	<input type="text" value="0.00"/>	<a href="#">Add</a>
	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"/>	<a href="#">Add</a>

**STEP 7:** Click "Checkout" at the Top to finish and make your payment.

