
MPS Webpay Payment Instructions

Step 1: Go online to <https://az-mesa.intouchrecepting.com/>

Step 2: Enter your User Name and Password, then click Sign In.

Your 8-digit parent
ID number

User Name

User Name

Your last name up to the first 8
characters. The first letter of your
last name must be capitalize.
Spaces and hyphens count as a
character.

Password

Password

Sign In

Don't know your 8-digit parent ID number? Please read the Parent Instructions located on the left side of the screen.

MPS Parents

If you are an MPS Parent, we have already assigned you a User Name and Password. It is **NOT** the same as your Parent Portal (Vue) username/password. Click on the Parent Instructions tab below for information on how to obtain your Username and Password. Do **NOT** create a Guest Account. MPS Parents **must** use their assigned User Name and Password to make payments for their Student.

Parent instructions
are available in
English and Spanish

Parent Instructions English

Instrucciones Para Padres
en Español

If you need assistance,
please email us at mpswbpay@mpsaz.org

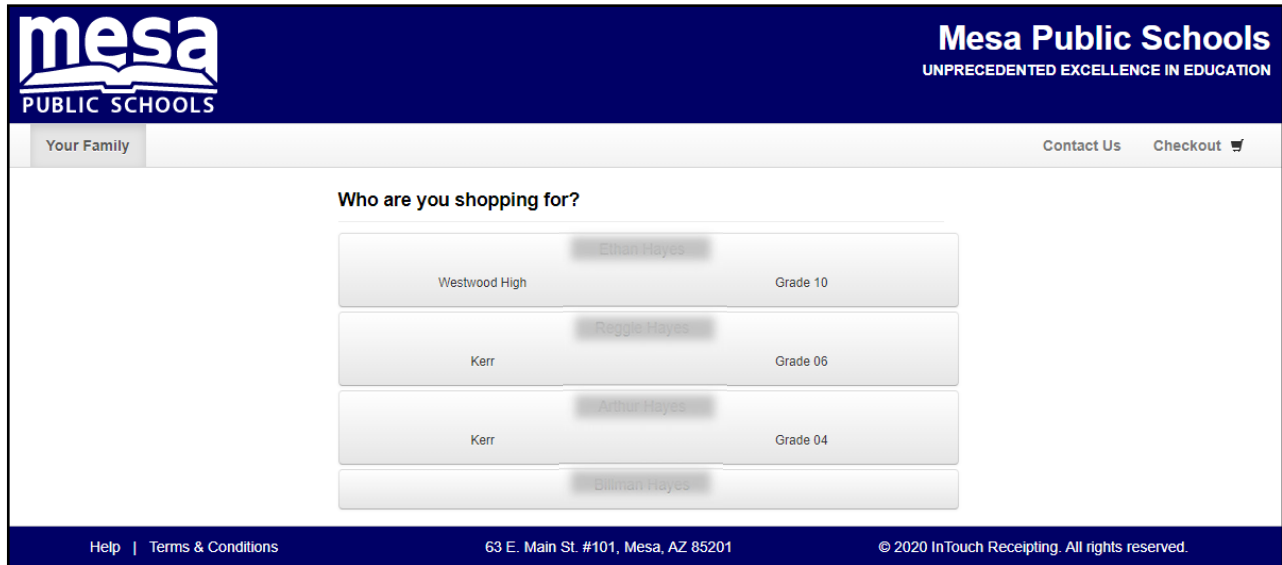
Need help?

- Do you need help with your Username and Password? MPS Parents, read info to the left and then click on the Parent Instructions tab to the left. Guests will need to create a Guest Account (see info to the left).
- MPS Parents who have read the Parent Instructions to the left and still cannot sign in, email us: your name, your 8 digit username, and the name(s) of your child(ren). These and other questions can be emailed to:

mpswbpay@mpsaz.org

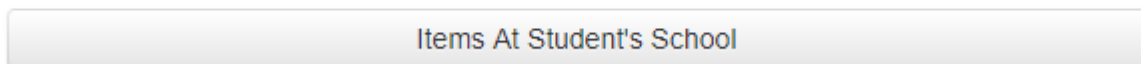
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Step 3: Once logged in as a parent, you will see your name and the names of your students. Click on the name of the student you wish to make a payment for.

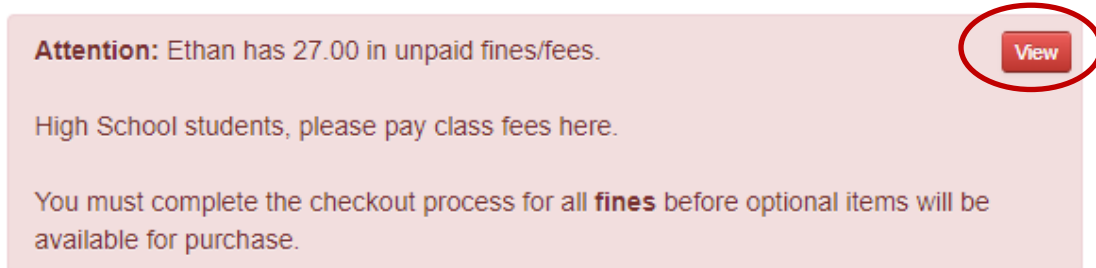


JUNIOR HIGH PARENTS: Under the Shop/Donate tab, click on "Items at Student's School," then proceed to Step 5.

Shop/Donate



HIGH SCHOOL PARENTS: A red box should appear which contains fines/fees owed for your student. Click on "View" to see the fines/fees.



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Under the “Pay” column, click on the fines/fees you want to pay for, then click the “Pay Selected Fines/Fees” button.


High School students, please pay class fees here.

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

Type	Date	Item	Memo		Amount Due	Pay
Fine	4/4/2019	LOST LIBRARY BOOKS	Lost: 27202485: My hero academia : Izuku Midoriya:	View	\$10.00	<input checked="" type="checkbox"/>
Fine	4/4/2019	LOST LIBRARY BOOKS	Lost: 27202678: Scott Pilgrim's precious little li	View	\$12.00	<input checked="" type="checkbox"/>
Fine	1/11/2020	BEGINNING GUITAR 2ND SEM		View	\$5.00	<input checked="" type="checkbox"/>

[Pay Selected Fines/Fees](#)

Step 4: Click the “Continue Shopping” button if you wish to purchase optional items such as a yearbook. If you click “Continue Shopping” proceed to Step 5. Otherwise click “Checkout”.



Mesa Public Schools
UNPRECEDENTED EXCELLENCE IN EDUCATION

Your Family Contact Us \$28.00 Checkout

Your Cart

Customer	Item	Price	
Ethan Hayes	LOST LIBRARY BOOKS	\$10.00	Remove
Ethan Hayes	LOST LIBRARY BOOKS	\$12.00	Remove
Ethan Hayes	BEGINNING GUITAR 2ND SEM	\$5.00	Remove

Subtotal	\$27.00
Tax (0.00%)	\$0.00
Processing Fee	\$1.00
Total	\$28.00

[Continue Shopping](#) [Checkout](#)

* Important notice: you may be charged a processing fee for your online purchase.

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

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Step 5: Click the “Optional Items” link to purchase optional items. After adding items to your shopping cart, proceed to Step 6.

Need assistance? See the [Help](#) link at the bottom of the screen.

You are here [DISTRICT](#) / [HIGH SCHOOLS](#) / [Westwood High](#)

Categories [IB Text](#) [Optional Items](#) [IBIS](#) [ECA Donation - Tax Credit Eligible](#) [Driving Permit Seminar](#)

Please select from a category above.

	Item	Qty	Amount	
	Activity Card Entitles the student to free admission to regular season home games and discounts on school dances.	<input type="text" value="1"/>	<input type="text" value="25.00"/>	Add
	Yearbook Price increases to \$79 effective February 1, 2020	<input type="text" value="1"/>	<input type="text" value="79.00"/>	Add
	Parking Permit WHS parking permit requires parking application and copies of the following documents submitted to the bookstore prior to receipt of permit: driver license, proof of insurance	<input type="text" value="1"/>	<input type="text" value="20.00"/>	Add

Step 6: Click the “Checkout” in the upper right hand corner of your screen.

[Contact Us](#) **\$108.90** [Checkout](#) ▼

 [Search](#)

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Step 7: Review items to be paid. If correct, click the blue checkout button to continue.

Your Family Contact Us \$108.90 Checkout

Your Cart

Customer	Item	Price	
	LOST LIBRARY BOOKS	\$10.00	Remove
	LOST LIBRARY BOOKS	\$12.00	Remove
	BEGINNING GUITAR 2ND SEM	\$5.00	Remove
	Yearbook	\$79.00	Remove
		Subtotal	\$106.00
		Tax (0.00%)	\$0.00
		Processing Fee	\$2.90
		Total	\$108.90

[Continue Shopping](#) [Checkout](#)

Step 8: Enter your payment information. Click in the box that says "I am not a robot," then click "Pay Now."

Payment

ATTENTION: Do not click the "Pay Now" button again if you receive the error message "An unknown error has occurred." Doing so may result in your card being charged multiple times.

First Name	<input type="text"/>	<h4>Summary</h4> <table><thead><tr><th>Customer</th><th>Item</th><th>Price</th></tr></thead><tbody><tr><td></td><td>LOST LIBRARY BOOKS</td><td>\$10.00</td></tr><tr><td></td><td>LOST LIBRARY BOOKS</td><td>\$12.00</td></tr><tr><td></td><td>BEGINNING GUITAR 2ND SEM</td><td>\$5.00</td></tr><tr><td></td><td>Yearbook</td><td>\$79.00</td></tr><tr><td colspan="2"></td><td>Subtotal</td><td>\$106.00</td></tr><tr><td colspan="2"></td><td>Tax (0.00%)</td><td>\$0.00</td></tr><tr><td colspan="2"></td><td>Processing Fee</td><td>\$2.90</td></tr><tr><td colspan="2"></td><td>Total</td><td>\$108.90</td></tr></tbody></table>	Customer	Item	Price		LOST LIBRARY BOOKS	\$10.00		LOST LIBRARY BOOKS	\$12.00		BEGINNING GUITAR 2ND SEM	\$5.00		Yearbook	\$79.00			Subtotal	\$106.00			Tax (0.00%)	\$0.00			Processing Fee	\$2.90			Total	\$108.90
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Last Name	<input type="text"/>																																
Credit Card #	<input type="text"/>																																
Expiration	<input type="text" value="01"/> <input type="text" value="2020"/>																																
Card Security Code	<input type="text" value="CVV"/>																																
Street Address	<input type="text"/>																																
Zip Code	<input type="text"/>																																
<input type="checkbox"/> I'm not a robot																																	
Pay Now																																	

To ensure data security, your card/payment information is never saved.