

MPS Webpay Payment Instructions

FOR ADVANCED PLACEMENT (AP) TESTING

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

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

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

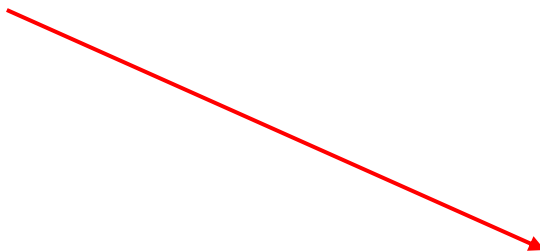


Parent Instructions English



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

Step 3.:

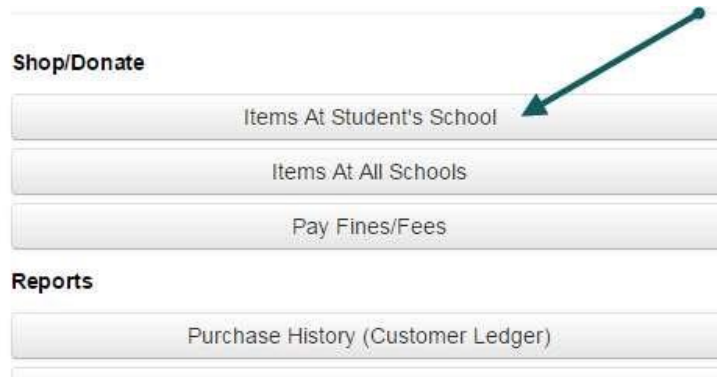
The parent should see their name along with all their MPS student(s).



Click on the student name that you wish to make an AP test payment for.

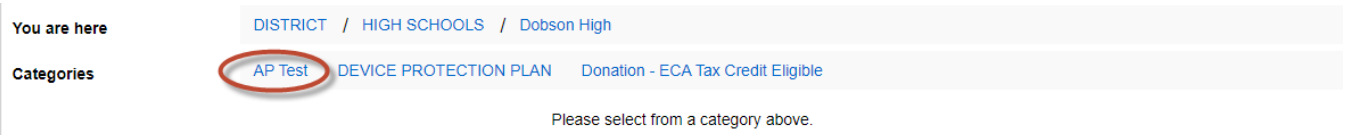
Step 4:

Under the Shop/Donate Tab, click on the bar that reads; "Items At Student's School."

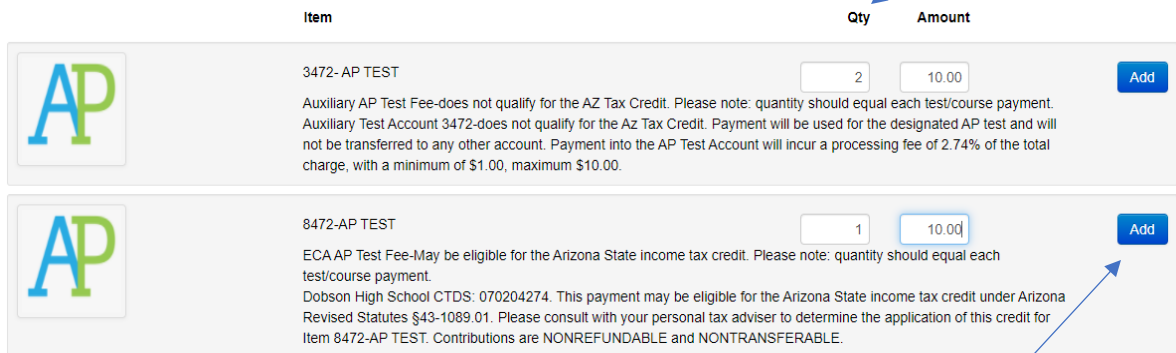


Step 5:

Click on "AP Test"



Step 6: Select either the #3472 Auxiliary AP Test (does not qualify for the AZ Tax Credit) OR #8472 ECA AP Test. (may be eligible for the Arizona Tax Credit). Please note, quantity should equal each test/course payment. Enter in the test/course \$ amount per each.



Click the "Add" button to put item in your Shopping Cart.

Step 7: Click “Checkout” at the Top



View your order

Continue to



You will be prompted to enter student name, school name and using the drop-down arrow, choose the course for which payment applies. You may have more than one depending on quantity entered.

★ You will also be asked to read the AP test payment guidelines.

Auxiliary AP Test Fee-does not qualify for the AZ Tax Credit. Please note: quantity should equal each test/course payment.

Student Name:

School Name:

Please select the course for which payment applies:



[AP test payment guidelines \(please read\)](#)

I have read and understand the AP test payment guidelines:

Step 8: Continue to “checkout” step 2 and make your payment.

