

# MPS Webpay Payment Instructions

## FOR INTERNATIONAL BACCALAUREATE (IB) 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

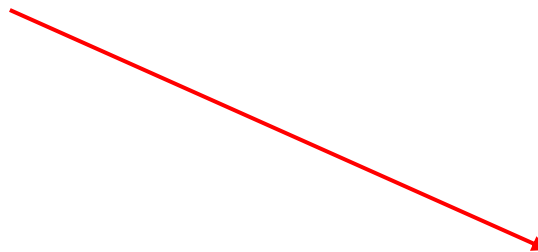


Parent Instructions English



Instrucciones Para Padres en Español

If you need assistance, please email us at [mpswbpay@mpsaz.org](mailto: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](mailto:mpswbpay@mpsaz.org)

**Step 3.:**

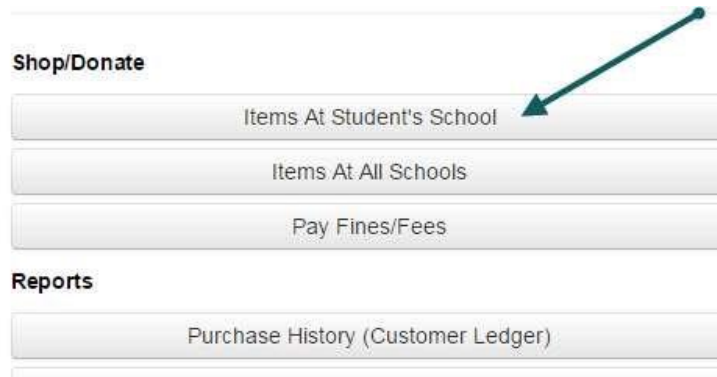
The parent should see their name along with all their MPS student(s).



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

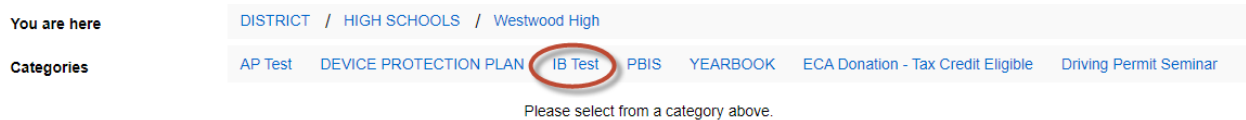
**Step 4:**

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





**Step 5:**

Click on “IB Test”



**Step 6:**

Select either the **#3403 Auxiliary IB Test** (does not qualify for the AZ Tax Credit) OR **#8403 IB Test** (may be eligible for the AZ Tax Credit. Please note, quantity should equal each test payment. Enter in the test/course \$ amount per each.

Item	Qty	Amount	
 3403-IB Test Auxiliary INTL BACCALAUREATE TEST FEE-does not qualify for the AZ Tax credit. Auxiliary Account 3403-IB Test- does not qualify for the AZ Tax Credit. Payment will be used for the designated IB test and will not be transferred to any other account. Payment into the AP Test account will incur a processing fee of 2.74% of the total charge, with a minimum of \$1.00, maximum \$10.00.	<input type="text" value="2"/>	<input type="text" value="10.00"/>	<input type="button" value="Add"/>
 8403-IB Test ECA INTL BACCALAUREATE TEST FEE-may be eligible for the AZ State income tax credit. Westwood High School CTDS: 070204272. This payment may be eligible for the Arizona State income tax credit under Arizona Revised Statutes §43-1089.01. Please consult with your personal tax adviser to determine the application of this credit for Item 8403-IB Test. Contributions are NONREFUNDABLE and NONTRANSFERABLE.	<input type="text" value="1"/>	<input type="text" value="10.00"/>	<input type="button" value="Add"/>

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

**Step 7:** Click “Checkout” at the Top

 **Checkout**

View your order

Continue to

**Checkout Step 1: Additional Info**

You will be prompted to enter student name. You may have more than one to complete depending on quantity entered.

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

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

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Student Name:



[IB Test payment guidelines \(please read\)](#)

I have read and understand the IB Test payment guidelines

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**Checkout Step 2: Payment**