

PAYING FOR AN ITEM WHEN YOU DO NOT HAVE STUDENT(S) ATTENDING MESA PUBLIC SCHOOLS.

Mesa Public Schools has created a convenient way for friends and extended relatives of our students, to conveniently pay for selective items online.

Step 1: Go to the Webpay website: <https://az-mesa.intouchrecepting.com>

If you are a parent, please follow the instructions for logging in as a parent.

If you are a friend or extended relative, please follow the steps below:

Click on “Create Guest Account”



Mesa Public Schools
UNPRECEDENTED EXCELLENCE IN EDUCATION

Welcome to MPS web pay, our convenient online payment system.

We do NOT share your user information with other entities.

MPS Parents please read information below

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 English

Instrucciones Para Padres
en Español

Guests

If you are **NOT** an MPS Parent and are new to MPS web pay, please create a Guest Account. Student fees and fines for students enrolled in an MPS school CANNOT be paid through a Guest Account. **MPS parents - see instructions above for MPS Parents.**

Create Guest Account

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:
mpswebpay@mpsaz.org

Step 2: Provide the requested Information.

Passwords must be at least seven characters long and contain at least one number and one letter.

mesa
PUBLIC SCHOOLS

New Account

User Name
User name must be 7 to 50 characters.

Password

Retype Password
Password must be at least 7 characters long and contain at least one number and one letter.

First Name

Last Name

Street

City

State

Zip

Phone #

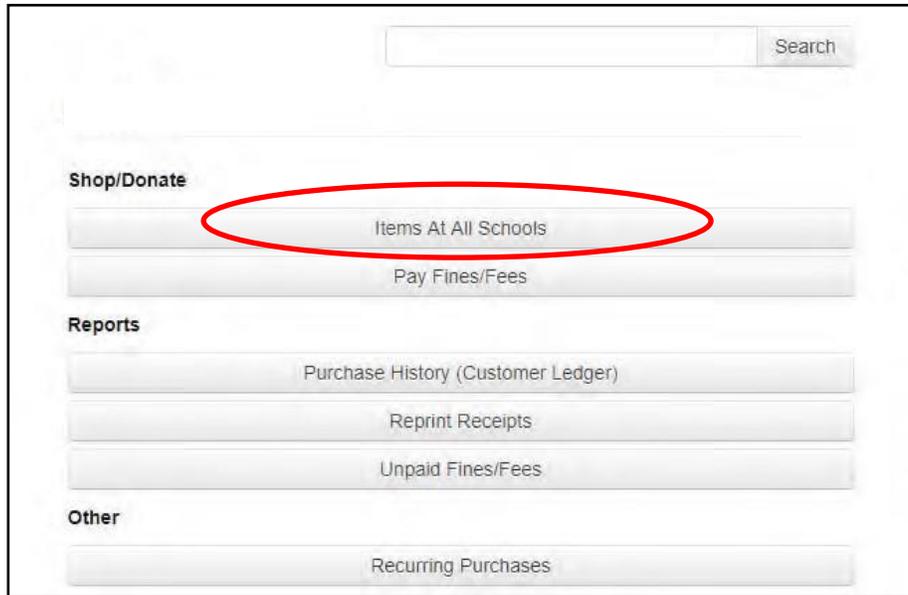
Email

I'm not a robot 
reCAPTCHA
Privacy - Terms

Click in the box in front of "I'm not a Robot"

Click "Sign Up"

Step 3: Click on “Items at All Schools”



Step 4: Click on the School Type. This example will use a Junior High School.



Step 5: Click on the school you are shopping for. This example uses Kino Jr High School (make sure you have selected the correct school of the student you are paying for).



Step 6: Click on the Category you are shopping for. This example is for a Close-Up Trip Payment at Kino Jr High.



Step 7: 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.

		Close Up Trip		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"/>			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 8: Click “Add” to add the item to your shopping cart.

Step 9: In the upper right corner of your screen, the amount owed will display in green. Click “Checkout.”



Step 10: If you are satisfied with what you are purchasing, click “Checkout Step 1: Additional Information.”



Step 11: You will be prompted to enter “student name” and “paid by”

CLOSE UP - CLUB

Student Name:

Paid By:

Step 12: Continue to “checkout” step 2 and make your payment.

Checkout Step 2: Payment

Step 13: Enter the information requested, then click in the box in front of “I’m not a Robot.” Click “Pay Now.” Your transaction is now complete!

Home Contact Us **\$12.00** Checkout

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:

Last Name:

Credit Card #:

Expiration:

Card Security Code:

Street Address:

Zip Code:

I'm not a robot

Summary		
Customer	Item	Price
Karen Jones	Close-Up	\$12.00
Subtotal		\$12.00
Tax (0.00%)		\$0.00
Processing Fee		\$0.00
Total		\$12.00