PAYING FOR AN ITEM WHEN YOU <u>DO NOT</u> 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.intouchreceipting.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"

Step 2: Provide the requested Information.

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

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

Click "Sign Up"

Step 3: Click on "Items at All Schools"
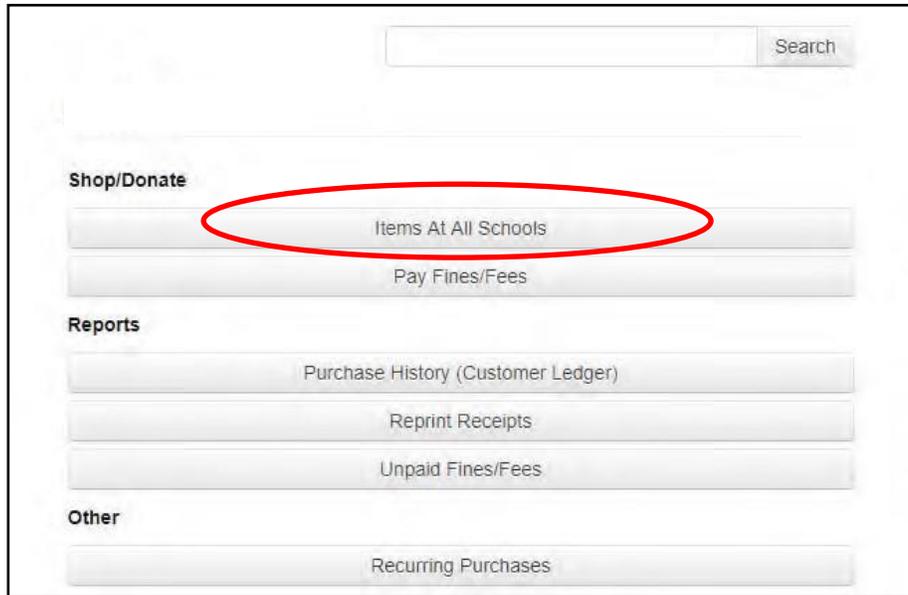
Step 4: Click on the School Type. This example will use a Junior High School.

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.

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"

Step 12: Continue to "checkout" step 2 and make your 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!