

Getting Started with Pay4SchoolStuff

Signing In

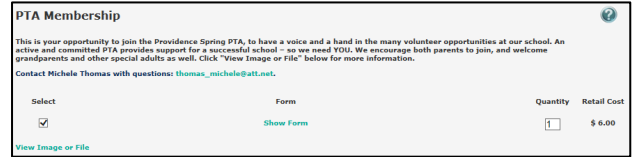
Returning Families

Families returning to **Pay4SchoolStuff** for the first time since last year must update their account.

1. Sign in to www.Pay4SchoolStuff.com.
2. On the **Welcome** screen:
 - a. Click **Edit** to update **Grade** and **Teacher** for your returning student(s).
 - b. Add your new student(s) in the **Add a Student to Your Account** section. Complete all fields (Student ID is optional) and click **Submit**.



3. Click the **Select** box for each item you want to purchase. Complete the **Form** that may pop up and enter **Quantity**.



You also may need to fill in your own price for an item (e.g. Capital Contributions) or select an item with “zero-cost” (e.g. Volunteer Interest).

Keep an eye out for “**REQUIRED**” sale items (e.g. 2021-22 Required Fees – All Grades)!

4. When you’ve selected all of your items to purchase, click **Add to Cart**.
5. Click **Continue Shopping** to shop for additional items or your other students. Be sure you don’t miss items available for sale in each category (Capital Donations, Spirit Rock, GoPlaySave).
6. When you’re done shopping, click **Proceed to Cart** to review your order and click **Pay Now**.

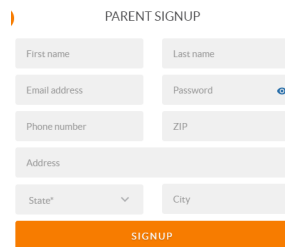
Visa, MasterCard, Discover, and American Express credit and debit cards are accepted. For security purposes, Pay4SchoolStuff does not automatically store credit or debit card information.

You’ll receive email receipts from the system and have 24/7 access to online reporting. If you do not receive an email receipt, check your spam folder and add info@pay4schoolstuff.com to your safe sender list.

New Families

Before using Pay4SchoolStuff.com for the first time, you must create an account.

1. Go to www.Pay4SchoolStuff.com.
2. Complete the Parent Signup fields and click **SIGNUP**. You’ll receive an email to activate your account.
3. Once activated and logged in, complete all fields on the **Add a New Student to Your Account** screen (Student ID is optional). Click **Submit**. Repeat this step to add additional students to your account.



Shopping

1. Log in to www.Pay4SchoolStuff.com using your User ID and Password.

On the **Welcome** screen, click **Select** for your student. **Shop for each of your children separately.**

First Name	Last Name	School Name	Grade	Pay For	Edit	Delete Student
Ola	Ombach	Providence Spring Elementary	2	SELECT	Edit	Delete

2. On the **Item Selection** screen, click **Select** next to a category you want to shop (e.g., *Back to School Forms, Fees & Purchases*). Clicking **Preview Items Available for Purchase** will show a quicklist of items for sale in each category.

Getting Help

- Questions regarding specific items, order status, changes, or item availability should be directed to the PTA contact(s) listed with each sale item.
- For additional “Getting Started” help, see Pay4SchoolStuff’s Parent Quick Start Instructions: https://www.pay4schoolstuff.com/informational/02072020094648ParentQuickStartInstructions_0620.pdf.
- Pay4SchoolStuff does not list, track, deliver, or provide refunds for items available on the site.
- Send general questions about Pay4SchoolStuff to Shira Bordoloi at PSEPTA.PayOnline@gmail.com.