

PSE Teachers & Staff

Getting Started with Pay4SchoolStuff



Signing Up

Before using Pay4SchoolStuff.com 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 for yourself *except* Student ID (that is NOT required). In the **Grade** field, select "Adult". Click **Submit**.

Repeat this step to add additional students/adults to your account.

PARENT SIGNUP

First name	Last name
Email address	Password
Phone number	ZIP
Address	
State	City

SIGNUP

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.
- Send general questions about Pay4SchoolStuff to PSEPTA.PayOnline@gmail.com.

Pay4SchoolStuff does not list, track, deliver, or provide refunds for items available on the site.

Shopping

1. Log in to www.Pay4SchoolStuff.com using your User ID and Password.
2. On the **Welcome** screen, click **Select** next to your name.

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

3. 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 quick-list of items for sale in each category.
4. Click the **Select box** for each item you want to buy (e.g., PTA Membership). Complete the **Form** that may pop up and enter **Quantity**.

PTA Membership

This is your opportunity to join the Providence Spring PTA, to have a voice and a hand in the many volunteer opportunities at our school. An active and committed PTA provides support for a successful school – so we need YOU. We encourage both parents to join, and welcome grandparents and other special adults as well. Click "View Image or File" below for more information.

Contact Michele Thomas with questions: thomas_michele@pti.net.

Select	Form	Quantity	Retail Cost
<input checked="" type="checkbox"/>	Show Form	1	\$ 6.00

[View Image or File](#)

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).

5. When you've selected all of your items to purchase, click **Add to Cart**.
6. Click **Continue Shopping** to shop for additional items. Be sure you don't miss items available for sale in each category (Capital Donations, Spirit Rock).
7. 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 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.