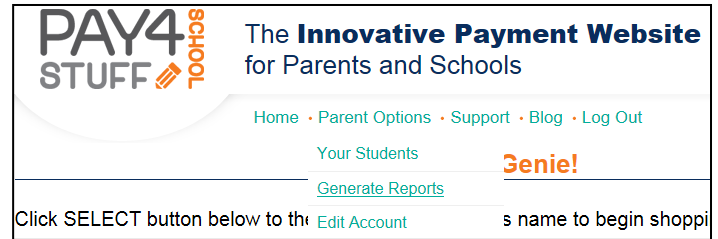# Self-Service Reporting on Pay4SchoolStuff.com

How to generate reports to review your Pay4SchoolStuff.com purchases

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

2. At the top of the **Welcome** screen, click **Parent Options** and then **Generate Reports**.

3. On the **Transaction Report** screen, you can choose from 3 types of reports:

    a. **All Items by Date**

    b. **All Items by Student**

    c. **Select Items by Date**

    Enter your desired criteria and click **Generate Report**.

4. When the report results appear, you can then click **Save to Excel File** or **Print Report**.

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.

- Send general questions about Pay4SchoolStuff to Genie Ombach (gombach@gmail.com), Shira Bordoloi (shirabordoloi@gmail.com) or PSEPTA.PayOnline@gmail.com.

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