

Getting Started with Pay4SchoolStuff

Signing In

Returning Families

Families returning to Pay4SchoolStuff.com 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 Homeroom Teacher** for your returning student(s).
 - b. **Student to Your Account** section. Complete all fields (Student ID is optional) and click **Submit**.



New Families

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 (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.**

Check Name	Last Name	School Name	Grade	Pay For	Add	Update Student
Ola	Ozbak	Invidious Spring Elementary	3	ADD	ADD	Update

2. On the **Item Selection** screen, click **Select** next to a category you want to shop (e.g., *Pay*

fees & make other purchases). Clicking **Preview Items Available for Purchase** will show a quick-list of items for sale in each category.

3. Click the **Select** box for each item you want to buy. 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., Annual Fund Contributions) or select an item with “zero-cost” (e.g., Volunteer Interest).

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 for your other students. Be sure you don't miss items available for sale in each category (Athletic Boosters, Annual Fund, Spirit Wear and PE Uniforms).
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.

Getting Help

- For additional “Getting Started” help, see Pay4SchoolStuff's Parent Quick Start Instructions: <https://www.pay4schoolstuff.com/informational/ParentAdultQuickStartInstructions0816.pdf>.
- Send general questions about Pay4SchoolStuff to Laura Taylor at laura.taylor@healthplansofnc.com.
- Pay4SchoolStuff does not list, track, deliver, or provide refunds for items available on the site.