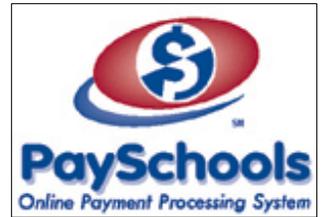


## West Islip Public Schools



1. Click on the icon to go to the PaySchools site.
2. Click the category link - (i.e. school lunch, Adult Education, Field Trips, etc.) A list of all items available for purchase will be displayed.
3. Select the item. As you select items to add to your shopping cart you will need to add your student to assign the fee to the proper child (see # 8 below). If you have more than one child in the same school, please make sure that you add each selection separately (each with a quantity of 1) so you can assign a different child to each line. You are only allowed to assign one child to each line, no matter what the quantity is.
4. Click the "Add to Cart" button of the desired item.
5. Click the "Check Out" button.
6. At the Check Out screen users are asked to enter an E-mail Address and Password.
7. First time users must register at this point. ***Please record your password somewhere for future reference – the school district will not have access to your password.*** (The PaySchools site can help you retrieve a forgotten password.)
8. You must complete a registration for each child that you will be making payments for. Enter each child's first and last name and grade (required information to register each child).

Once the student has been added to the account you may simply select them from the drop-down menu for future purchases for that person. Once you are registered, you can then pay by e-check or credit card.

Payments by e-check will be directly debited from your bank account. You will need to enter your bank's routing number and personal bank account number.

For payments made by credit card, you must enter the account number and expiration date for your VISA, MasterCard or Discover credit card.

After you complete your purchase, a confirmation receipt will be e-mailed to you.

**Please note: Payments made for School Lunch cards will be credited the *next* business day.**