

## HOW TO MAKE ONLINE PAYMENTS with SCHOOLPAY.COM

Before you begin:

1. Have at least one of your children's school ID. Please contact the school and ask for their "Other ID".
2. Know what school your child is enrolled in. Boyd Early Learning Center-Grades PreK and K4; Stanley Elementary-Grades KD - 5; Stanley Boyd Middle-Grades 6 - 8; Stanley Boyd High-Grades 9 - 12.
3. Have access to your email account.

Now you're ready to register!

Go to SchoolPay.com.

Click on the orange box "Find my Account". Enter your email address. If not found, click on the SCHOOLPAY logo in the upper left corner of the screen. You will return to the login screen.

Click on the mint green box "Create an Account". Enter your name, address and email address. Click "continue".

Enter your school district. Type "Stanley Boyd". Several options will pop up! Be sure to select the first option, "**Stanley Boyd Area Schools (Stanley, WI)**".

Select the correct school for your child's grade.

Enter your child's Other ID and last name. Click continue.

A random password will be sent to the email address you provided. You will need to use that random password to set a new password for the account.

Continue to follow the prompts to enter your bank information and complete your registration.

***You only need to enter one child in SchoolPay. Don't worry! Payments will be shared among all students in the family! You do not need to make multiple payments!***