

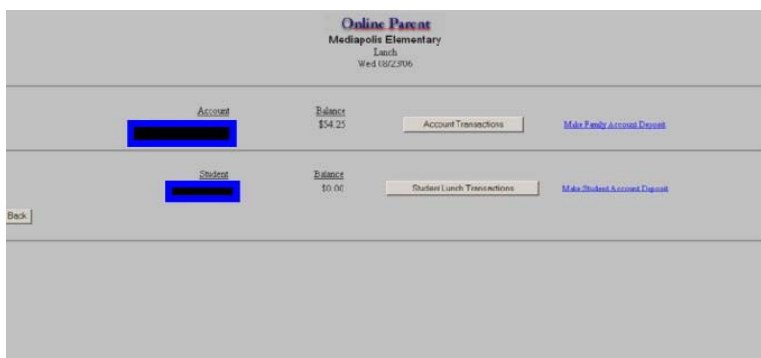
Mediapolis Community School District PaySchools Instructions



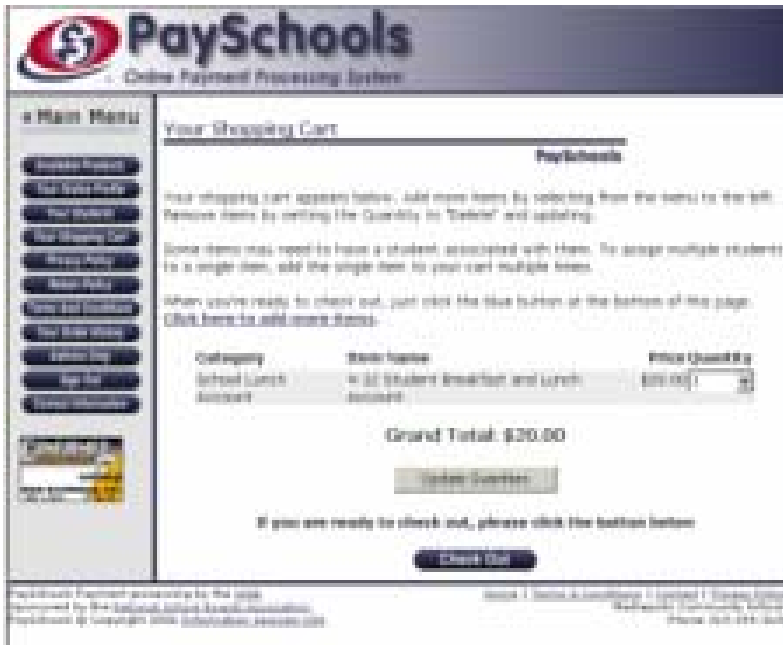
1. Parents of High School students go to:
http://206.72.0.1/JMC/JMC_CGI_0809.dll?module=parent
2. Parents of Middle School students go to:
http://206.72.0.1/JMC-M/JMC_CGI_0809.dll?module=parent
3. Parents of Elementary School students go to:
http://206.72.0.1/JMC-Elem/JMC_CGI_00809.dll?module=parent



4. On the main menu (left) click the lunch button.



5. Now click on [Make Family Account Deposit](#) or [Make Student Account Deposit](#).



8. Your Shopping cart will show your selection along with a subtotal. You can add click on the link to add more items or click on the Check Out button.



9. If you are a first time visitor, click on the link to the registration page – follow the instructions and click on the register now button at the bottom of the page. Once completed, you will be taken back to the available products page.

10. If you already have an account log in with your email address and password.



11. If wish to pay by check, fill out the information as shown in the example and click on Pay Now by E-Check.

12. If you wish to pay by credit card, click on the line link found under the words "Payment by Check" just above the check



13. Fill out the required information and click on the Pay By Credit Card button.

The Mediapolis Schools Business Office will receive notification of your payment and student assignment and credit the appropriate accounts.

Each time you make a payment you will have to enter your check/credit card information. The PaySchools program and the Mediapolis Community School District does not keep financial information on file either electronically or on hardcopy.