

# Troy School District

## ONLINE PAYMENTS – ALL OTHER PAYSCHOOLS USERS

The Troy School District parents, employees and community members may now make online payments through a new processing system, PaySchools. This program allows you to make school-related payments online via e-check or credit card.

**HOW IT WORKS:** Simply select the item(s) you wish to purchase and check out. The first time you access PaySchools, you will be asked to create a username and password. You can then choose to pay by e-check or credit card. To pay by e-check (directly debiting your bank account), you will enter your bank's ABA routing number and personal bank account number. To make your purchase by credit or debit card, enter the account number and expiration date for your VISA, MasterCard or Discover card. After you complete your purchase, an e-mail confirmation and receipt will immediately be sent to you. PaySchools uses "Secure Sockets Layer" (SSL) software, requires passwords throughout the program, and **does not store personal bank or credit card information to ensure privacy and security for users.**

Go to the Troy School District Website:

<http://www.troy.k12.mi.us>

Click on the PAYSCHOOLS tab



Scroll to the bottom of the page and click on the PaySchools logo under "ALL OTHER PAYSCHOOLS USERS"



The first time you log on, you will need to create an account. To create your account, click on the **YOUR ONLINE PROFILE** box.



Click on the [click here](#) link to set up your user profile.

PaySchools  
- Online Payment Processing System

» Main Menu

Your Online Profile  
Your Students  
Available Products  
Your Shopping Cart  
Your Order History  
Privacy Policy  
Return Policy  
Terms And Conditions  
Contact Information  
Admins Only  
Sign Out

SECURE WEB SITE

Welcome! Please Register or Sign In

PaySchools

First time users, please [click here](#) to register.

Registered users, please enter your login information below.

Email Address  
Password

Remember me (Cookies are required; not recommended if you are on a public computer or terminal)

Login

[Forgot your password or email address?](#)

[Not sure if you have an account?](#)

Fill in your profile information and click on the **REGISTER NOW** box.

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Sign Out

SECURE WEB SITE

Creating Your Online Profile

PaySchools

Please complete the form below to register your PaySchools account. We do not share our customer information with any other organization or entity. ([Privacy Policy](#))

If you have previously registered, please select Your Online Profile to login.

(\*Required Fields)

\*First Name:

\*Last Name:

\*Billing Address line 1:

Billing Address line 2:

\*City:

\*State:

\*ZIP Code:

Country: USA

\*Telephone Number (Including area code):

\*Email Address:

\*Type Email Address Again:

\*Choose a Password:

\*Type Password Again:

Remember me on future visits (Avoids login prompt in the future)  
(not recommended if you are on a public computer or terminal)

We do not share our customer information with any other organization or entity. No customer credit card or bank account numbers are stored.

Register Now

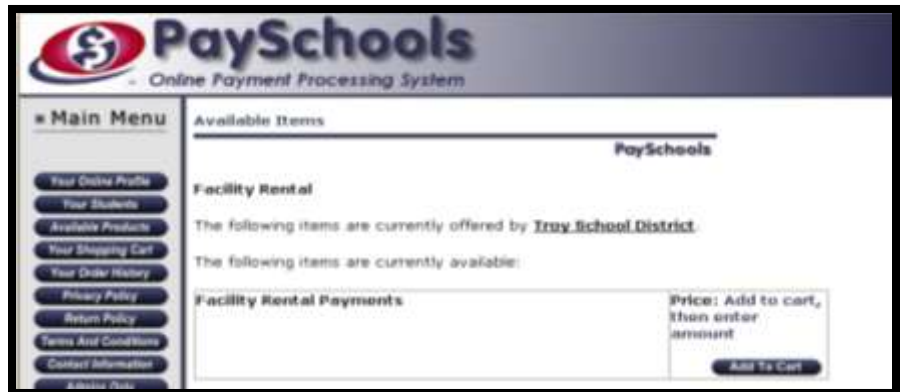
You will be returned to the main page where you will be able to select the category of what you are wishing to purchase. Select a category to see detail of items available for purchase.

Example: Click on [Athens High School](#) and you might find available A-Station (school store) gift cards, donations to the Robotics club, tickets to an upcoming play.

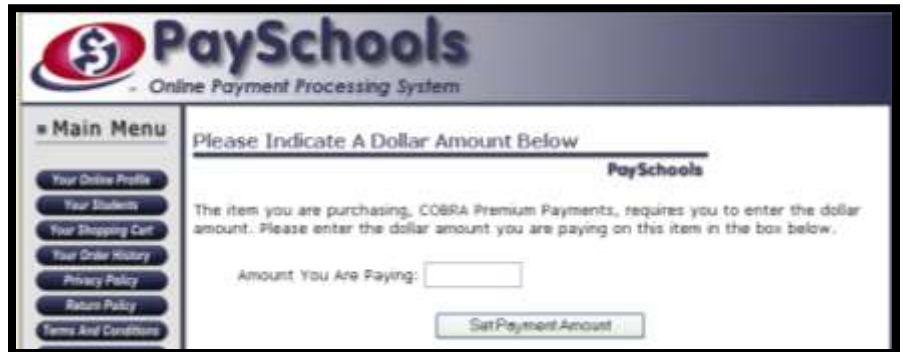
Click on [COBRA Payments](#) or [Facility Rental](#) to make a payment on an invoice you have received from the District.



Click on the **ADD TO CART** button to enter the amount you are paying.



Enter the amount you are paying and click on the **SET PAYMENT AMOUNT** box.



This will bring you to your shopping cart. Here you have the option to delete items, continue shopping or check out.

Click on the **CHECK OUT** box to proceed to the payment screen.



**Payment Options:** E-Check (directly debiting your checking account), Credit or Debit Card.

**E-Check Payments:**

If you are going to pay by E-Check, enter your bank routing and account number in the boxes below the sample check image. Once all checking account information has been entered, click on the **PAY NOW BY E-CHECK** box at the bottom of the screen.

**Credit or Debit Card Payments:**

If you are paying by credit or debit card, click on the [\(Click Here\)](#) link. This will bring you to a credit card information page. Enter your credit card information and click on the **PAY BY CREDIT CARD** box at the bottom of the screen.

Once you have submitted your payment, you will receive a confirmation screen and a confirmation email.

**PaySchools**  
- Online Payment Processing System

**Main Menu**

- Your Online Profile
- Your Students
- Available Products
- Your Shopping Cart
- Your Order History
- Privacy Policy
- Return Policy
- Terms And Conditions
- Contact Information
- Admins Only
- Sign Out

Checkout: Payscale Accepts Check or Credit/Debit Card Payments

**PaySchools**

Please verify that the information below is correct.

**Your Billing Address: (change)**

Monica Papasian  
4400 Livernois  
Troy, MI, 48098, USA  
248-823-4025  
test123@wowway.com

Category	Item Name	Purchased For	Price Qty
Troy School District	Facility Rental	Facility Rental Payments	\$400.00 1
			Subtotal \$400.00
			District Convenience Fee \$0.00
			District Total \$400.00

**Grand Total: \$400.00**

**Payment By Check (Complete Form Below)**      **Payment by Credit or Debit Card (Click Here)**

JOHN OR JANE DOE  
1234 Bank Street, 123-456 7890  
Bloomington, IL 61802

Pay to the order of \_\_\_\_\_ \$ \_\_\_\_\_

Bank of America  
Bank Routing Number 4857

Bank Account Number \_\_\_\_\_

Re-Enter Account Number \_\_\_\_\_

Special comment or instructions (450 characters max - optional)

**Pay Now by E-Check**

Do not click more than once. The order confirmation page may take a few seconds to load.