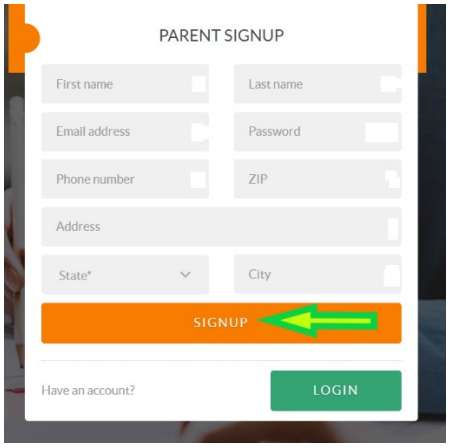
Hale Charter Academy PTSA
Parent Instructions for Pay4SchoolStuff

Use www.**Pay4SchoolStuff.com** **(P4SS)** to make online payments for participating school and PTSA programs, events, and items. A processing surcharge applies to online payments.

Create Your Parent Account

1. Visit the Pay4SchoolStuff website: www.**Pay4SchoolStuff.com**
2. On the Homepage, under "**PARENT SIGNUP**" create your parent account.
3. Click on "**SIGNUP**"
4. Accept the Terms of Use and submit your registration.

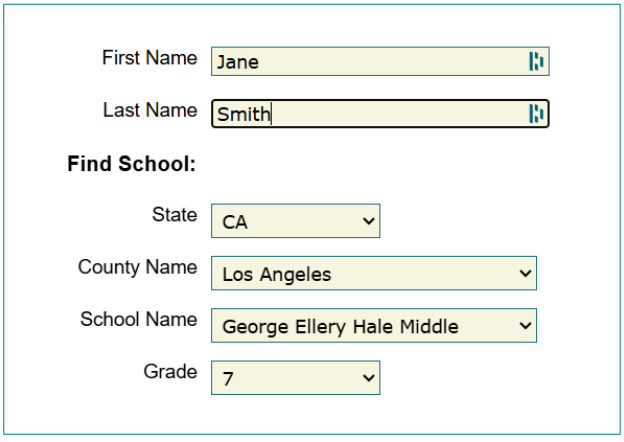


5. Open the confirmation email from Pay4SchoolStuff.com and select the activation link. Your email address will serve as your User ID.

Add Your Student

1. Log in to Pay4SchoolStuff website.
2. On Landing page, scroll down to "Add a New Student to Your Account"
3. Enter your student's information.
    a. Use the drop-down menus to select the state, county (LA), school*, and grade.

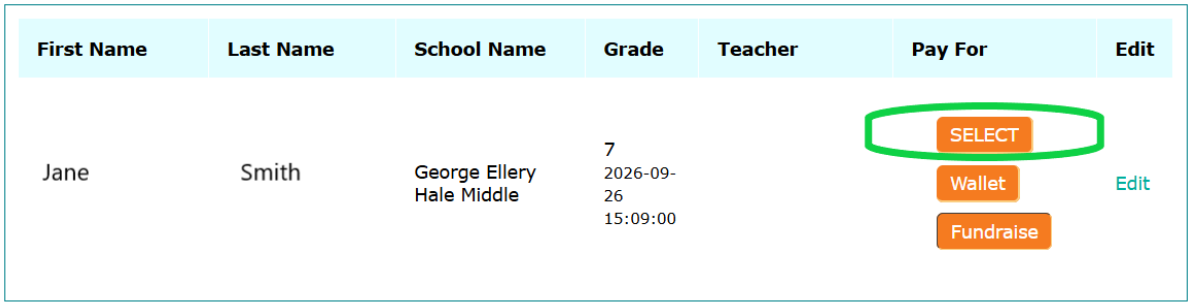
*Important: **Select "George Ellery Hale Middle" as the school.**
Do not search for "Hale Charter Academy."



Select **Submit**

Find and Purchase an Item

1. Log in to your account: Pay4SchoolStuff website.
2. Click on "**SELECT**" button below to the right of your student's name to begin shopping for a student.



3. "Select" the item you want to purchase on "Item Selection" page.
4. Follow the checkout instructions and enter the requested payment information.

If an item does not appear, confirm that you selected **George Ellery Hale Middle** and the correct student. Items may also be unavailable if they have not yet opened for purchase, have expired, or have sold out.

Email confirmation/receipt is sent to your email. Save email for your records

(A processing surcharge applies to online payments.)

Helpful Reminder

Please keep your student's grade information current. You can update it by going to **Parent Options > Your Students > Edit**.

Questions?

Contact halehuskiesptsa@gmail.com
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