

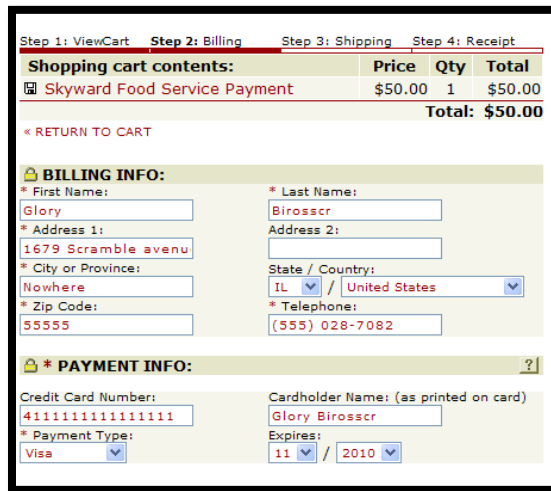


Fee Payment Instructions

1. Click on the graphical icon of the Indian Valley Online Webstore located on our school website.
2. Select the appropriate building you want to make a class fee payment for under the **“Browse”** menu located on the left of the site. Once the correct building is selected, click on the class fee that you will be making the payment for.
3. Then enter your student’s first name, last name and grade level in the space provided and select the **“Buy Now”** option.
4. Verify fee selection and select **“Go to Checkout.”**
5. If you are a **new customer**, select **“I am a new customer”** and enter your **email address**. If you are a **returning customer**, select **“I am a returning customer”** and enter your **email address** and **password**. Select **Sign in**.

The screenshot shows the "Your Shopping Cart" page. On the left, there is a navigation menu with "Browse" (All Products, Shopping Cart), "Services" (Home, Contact Us, My Account, Password Reminder, Policies, Privacy Policy, Products), and security logos (VeriSign Secured, HACKER SAFE, Powered by RevTrak). The main content area is titled "Your Shopping Cart" and includes the text "Create an account with us, and make reordering a snap!". Below this is a form with "Enter your email address:" followed by a text box containing "scramble10194@done.co". There are two radio button options: "I am a new customer (You'll create a password later)" and "I am a returning customer and my password is" followed by a password field with six dots. At the bottom, there is a link "Sign in using our secure server" with a right-pointing arrow, and a smaller link "Forgot your password? Click here." below it.

6. Enter your **Billing Information, Payment Information,** and create a password (if a new customer).



The screenshot shows a checkout page with the following elements:

- Progress bar: Step 1: ViewCart, **Step 2: Billing**, Step 3: Shipping, Step 4: Receipt
- Shopping cart contents table:

	Price	Qty	Total
☒ Skyward Food Service Payment	\$50.00	1	\$50.00
			Total: \$50.00
- Navigation: < RETURN TO CART
- BILLING INFO:
 - * First Name: Glory
 - * Last Name: Birosscr
 - * Address 1: 1679 Scramble avenu
 - * Address 2: (empty)
 - * City or Province: Nowhere
 - * State / Country: IL / United States
 - * Zip Code: 55555
 - * Telephone: (555) 028-7082
- * PAYMENT INFO:
 - Credit Card Number: 4111111111111111
 - Cardholder Name: (as printed on card) Glory Birosscr
 - * Payment Type: Visa
 - Expires: 11 / 2010

7. Verify information for accuracy and select **“Complete Order.”**
8. Payment will be processed and a **receipt** can be viewed and printed. Credit card statements will show payment made to **PayOurSchool.com**.
9. **Logout** of the webstore.