

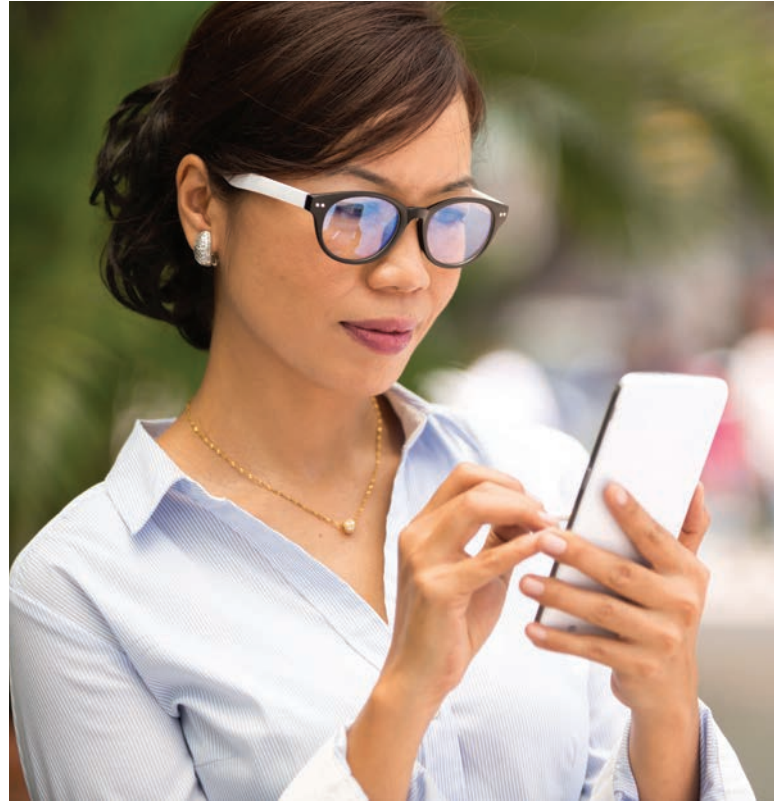
# Pay for School Fees at paypams.com

## NEW USERS SIGN UP NOW

1. Go to PayPAMS.com and click on the **'Sign Up Now!'** button on the home page.
2. Select **your state**, then select your **school district**.
3. **Create a username and password** and enter your contact information.
4. **Add children** to your account.
5. **Make payments** for school fees and programs.

## MAKING PAYMENTS FOR SCHOOL FEES

1. Login to your account at **www.PayPAMS.com**.
2. Select **department** to make payments toward.
3. Select **'Buy'** and **'Add to Cart'**.
4. Click **'Checkout'** and **'Authorize Payment'**.
5. Once the payment is processed, you will receive a confirmation number for your payment.



## PAYMENTS

1. **Payment Confirmation:** When a payment is processed, a confirmation number will be displayed and an email will be sent verifying that the payment was processed. If a confirmation number is not displayed, the payment was not processed.
2. **Declined Payments:** If your payment is declined, verify that all billing information is correct. If all information is correct and payment is still declined, contact the issuing credit card company for further information. Reasons a card can be declined: insufficient credit/funds in account, incorrect billing information entered, closed credit card account, or credit card expiration date.
3. **Convenience Fees:** Depending upon the school district, a nominal convenience fee may be charged to cover the cost of processing payments and maintaining the website.
4. **Credit Card Types:** PayPAMS accepts both credit and debit cards. When registering, please check which cards your district accepts.
5. **Credit Card / Bank Statement:** PayPAMS payments will show up on your credit card/bank statement as payments to 'PayPAMS.com', or 'PAMS-<your school district>CO'