

1. Click on "Sign Up For An Account"

Screen 1

- a. Select Colorado
- b. Select Adams12
- c. Enter Name/Address/Phone

Screen 2

- d. Enter Credit/Debit Card info
- e. --You MUST give the card a nickname: Mom, Dad, UnitedBank, WellsFargo....
- f. --Enter card number with no spaces

Screen 3

- g. Email
 - i. You must be able to log-in to this email acct. today as it will send an activation code needed to complete sign-up
- h. User Name
- i. Password

2. Click on Create Account

3. You will see a message telling you that an email has been sent with the code

4. Click Continue

5. LogIn on your email on your phone or in a new tab & get the code

6. Copy/Paste or type the code in the box under your Log-In Name

7. Click on Activate

8. You will get a message "Activation Successful..."

9. Click on Log-In in top bar

10. Enter User Name & Password and click on Log-In

11. Click on Add/View Students

- a. Select Add Students

- i. Enter School/ID/FirstName/LastName/Grade & Click Register

1. Repeat for all students you wish to pay fees for

12. Click on Fees

- a. Click on Make Fee Payment

- b. If you have entered more than one student, you will see all of their names listed across the top of the box. You may click on each one and select fees to pay for each.

13. Click on the Green Plus Sign of any fee you want to pay

- a. The fee will move to the right side of the screen

- i. If you move the wrong item, click on the Red X to move it back

14. Repeat step 13 for each of your students

15. Click on Review & Pay

- a. If you need to make a change, click on Revise Transaction, adjust & Review/Pay

16. Click on Process Payment

17. Print your Receipt

BE SURE TO LOG OUT OF PAY-FOR-IT AND your EMAIL!!!!

Two Fee Sections

Assigned

Fees due from previous years

---If you have questions or concerns regarding any items in this section, please contact the bookkeeper at the school which assigned the fee

Some special fees that have already been assigned to your student

--Pom Uniform, etc.

The 2016 School year fees will pop into this area in OCTOBER

--Handbook, Textbook/Materials, AP, Art, Foreign Lang, Technology

As the year progresses, you will be billed in this area for:

----FieldTrips, Replacement ID's, Classroom Project Fees, Etc.

Optional

These are available to all students. Please see the section above for items you may/must pay today. If you pay for one of these items it will continue to appear in this area as an available fee.