

Introducing... SchoolPay

We are excited to announce a new online payment process for elementary enrichment and camp payments. FOSB is also using school pay to collect after school program fees. SchoolPay is a quick way to review and pay your student's fees online and to track your payment history.

To access SchoolPay:

1. Log into your account on The Source, <https://ps.seattleschools.org/>. (See page 2 of this document if you've never logged into The Source.)
2. Click **SchoolPay** in the left menu bar (see Figure 1).
3. From the main screen, you'll see the school payments available for the student(s) in your SchoolPay account.

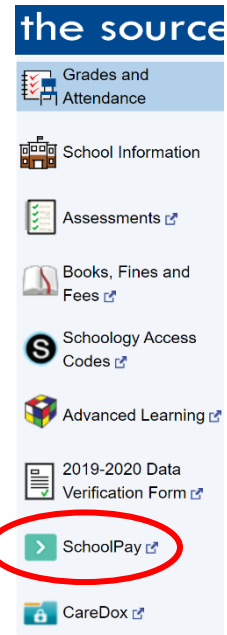


Figure 1

To make a payment:

1. From the main screen, click **Add to Cart** next to an item. (See example in Figure 2.)
2. To add additional items to your cart, click **Add and Continue Shopping**.
3. When you're done adding items to your cart, click **Check Out**.
4. Click **Billing** and enter your billing and credit card information.
5. Click **Review Order**, then click **Finish**.

[Optional] You can also make a donation to enrichment or camp scholarships. All donations are greatly appreciated!

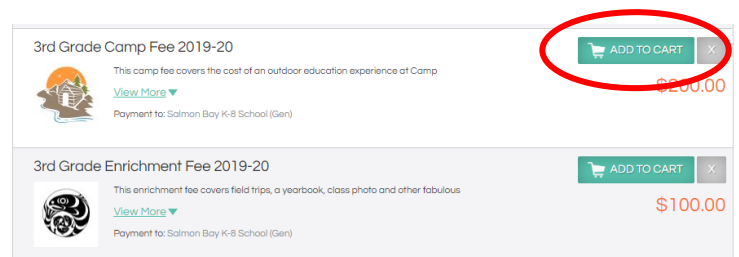


Figure 2

To pay after school program fees:

1. Click **Payments** in the top menu bar. Select Nonprofit groups. (See Figure 3.)
2. You'll see after school program fees listed.
3. Click **Add to Cart** next to an item to select that fee.

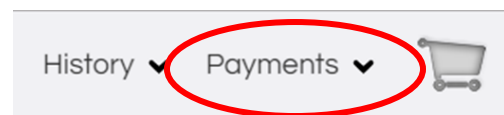


Figure 3

To view your payment history:

4. Click **History** in the top menu bar to access your payment and purchase history. (See Figure 4.)
5. You can sort by transactions or by items purchased.

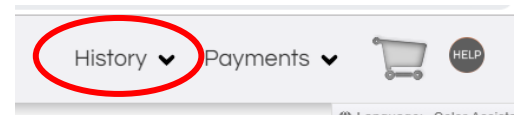


Figure 4

How to Log Into The Source

The Source is Seattle Public Schools' online communication tool that allows parents, guardians and students access to schedules, attendance, assessment scores, SchoolPay and more! Secondary student grades are also posted on the Source. Students use their school assigned username and password to access the Source.

Things to Know Before You get Started:

1. You must be on record as the **parent or guardian** of a student enrolled in SPS.
2. Your **email address** must be on record at each student's school.
3. Please make sure you have provided the **same email address** for each SPS student in your family.

To setup a Source account:

1. Please visit <http://ps.seattleschools.org/> and click the **Set up** button.
2. Type the email address on record at each student's school, then click **Enter**.
3. Check your email for a message from sourcesupport@seattleschools.org
If you don't receive this email:
 - o Check your Spam or Trash folders.
 - o Contact the school(s) to provide your email address.
4. Open the email and click the link.
5. Enter your **Username** (the **email address** on record at the school) and create a **Password**.
 - o Your password must be 5 or more characters long.
 - o Please do not use an apostrophe ' in your password.
6. Click **Enter** to begin exploring the Source!

For assistance, please contact sourcesupport@seattleschools.org