

## Payment Instructions

- Visit our school web site at [www.clarinda.k12.ia.us](http://www.clarinda.k12.ia.us) and click on the "ONLINE PAYMENTS" button.



- Select **Item** you would like to purchase

- Enter **required information**

- Click **Add To Shopping Cart**

- To make a payment for another fee or student, select **Continue Shopping**

- When all fees are in shopping cart, click **Go to Checkout**. New customers, please select **I am a new customer**. Enter your email address and **Sign In**. Returning customers, please select **I am a returning customer**. Enter your email address and password. Select **Sign In**.

- Enter your **billing** and **payment information**.

- Verify information for accuracy and select **Complete Order**.

- Payment will be processed** and receipt can be viewed and printed. A receipt will be sent to the email address provided.

- Logout**

## Web Store Links for Additional Information:

- Contact Us:** Request additional information or ask questions about a payment
- My Account:** Look up previous transactions and change address or password information
- Password Reset:** Reset a forgotten password