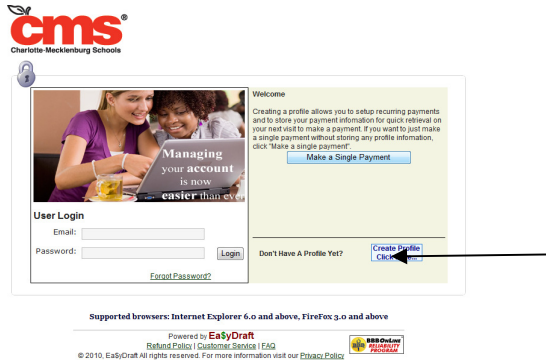


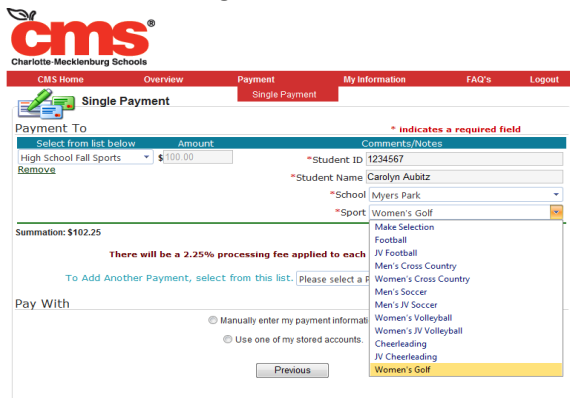
WebPay User Guide:

- Access link from CMS Website
- Choose [Create Profile Click Here](#) on Screen in bottom right



Corner

- Enter in all relevant Personal information into requested mandatory fields , then choose Save
- System will then direct you to CMS Overview Page where you choose from the red tool bar at top of page: Payment , then Single Payment
- Payment Screen Populates: Enter Type of Payment from drop down list, Example: High School Fall Sports, Registration Fee, Weekly Fee, etc.
- Next enter in amount if not pre-populated for you (some sites it is pre-populated)
- Enter 7 digit Student ID
- Enter Student First and Last Name into fields provided
- Choose School and relevant information requested on drop downs before moving to the Pay With Section of Page



Example of Page Filled in correctly

- Next choose under the Pay with Section, Manually enter my payment information by clicking on button provided, personal information will be pulled and populated into account information
- Next enter in all credit card information into the requested Credit Card fields

There will be a 2.25% processing fee applied to each payment listed above.

To Add Another Payment, select from this list: Please select a Payment Type

Pay With Manually enter my payment information Use one of my stored accounts.

Financial Account Information	Credit Card Information
Save Funding Account: <input type="radio"/> Yes <input checked="" type="radio"/> No Account Name: <input type="text"/> *First Name: Nancy *Last Name: Aubitz *Address 1: 3118 Arklow Road Address 2: <input type="text"/> *City: Charlotte *State: North Carolina *Zip Code: 28269 *Phone #: 7041234567 *Email: nancy.aubitz@easdraft.com	*Credit Card <input type="radio"/> Debit Card <input type="radio"/> *Type: <input checked="" type="radio"/> VISA <input type="radio"/> MasterCard <input type="radio"/> Discover *Card #: 4111111111111111 *Exp. Date: August 2013 Your card will be charged in U.S. dollars.

Example of Correct Payment Details

- Then click Submit to review transaction
- Make sure all information is correct and then choose Submit
- Successful Payment Screen populates, you should choose OK to have email of receipt sent to you directly or you can choose Printable View to print out a copy and also have emailed to you.

Successful Payment

Type	Amount	Processing Fee	Total Amount	Transaction Date	Tracking ID
High School Fall Sports	\$100.00	\$2.25	\$102.25	08/25/2010 10:56 AM EST	1000007332
Total Amounts:	\$100.00	\$2.25	\$102.25		

- Once complete, the system logs you out and payment is complete.

Additional Functionality of Webpay :

- Multiple Payment scan be submitted as seen :

Single Payment

Select from list below	Amount	Comments/Notes
High School Fall Sports	\$100.00	*Student id: 1234567 *Student Name: Carolyn Aubitz *School: Myers Park *Sport: Women's Golf
High School Fall Sports	\$100.00	*Student id: 1234568 *Student Name: Jane Aubitz *School: Myers Park *Sport: Women's Golf
High School Fall Sports	\$100.00	*Student id: 1234569 *Student Name: Elizabeth Aubitz *School: Myers Park *Sport: Cheerleading

- From Overview page you can view all transactions by clicking on My Information , transaction history (displays listing of last 50 transactions)
- Overview page My Information Tab you can create funding account and save to profile and you can also change personal information
- Some Systems have Recurring Payments that can be set up to run weekly or monthly (if available will be located under Payment Tab after Single Payment if applicable)