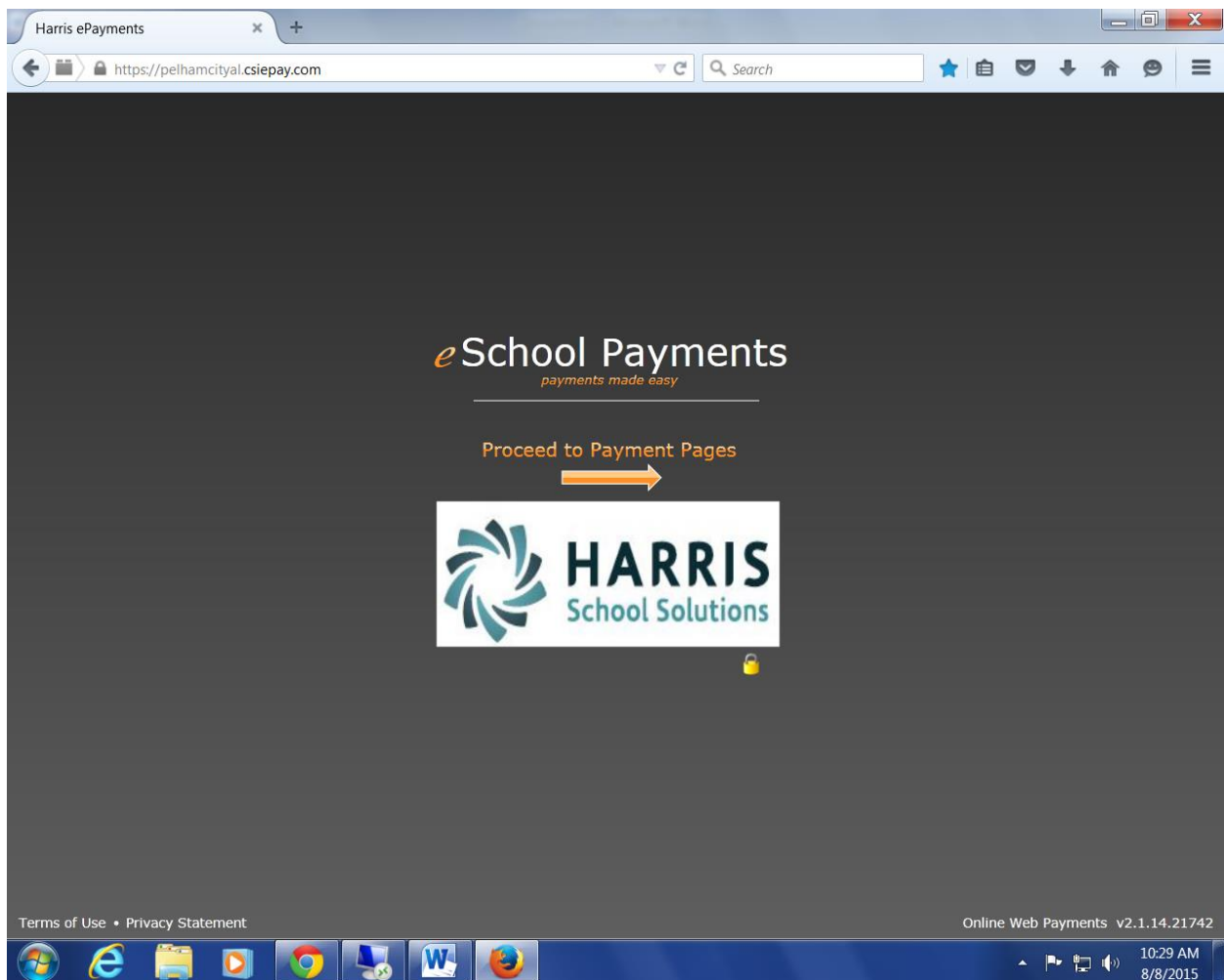


## Instructions for Making Credit Card Payments Online

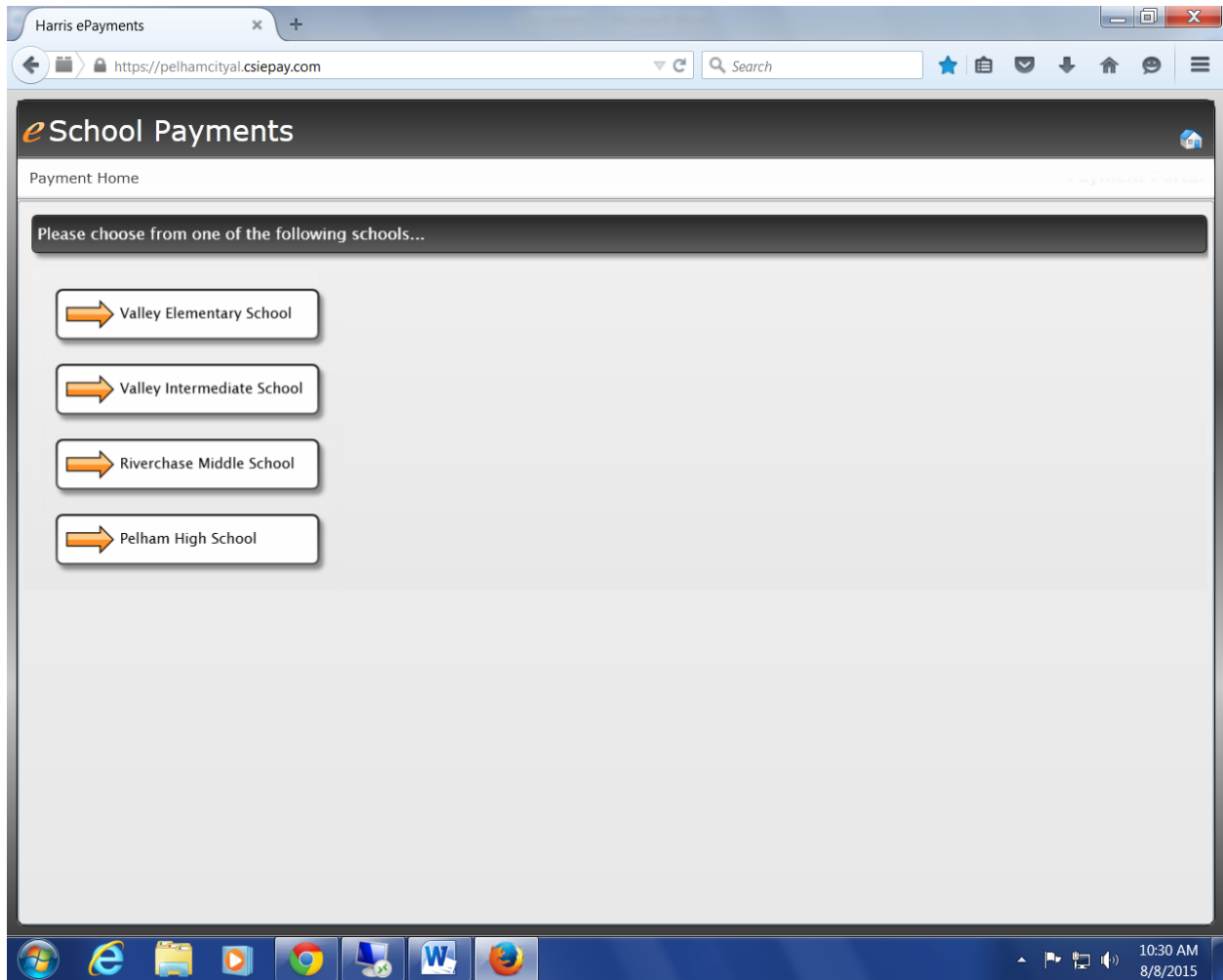
The website is not supported on all browsers. It will not work on Google Chrome. It will work on Mozilla Firefox and Internet Explorer.

Website to type in browser: <https://pelhamcityal.csiepay.com> You may have to type it in the browser directly. Most search engines will not find it.

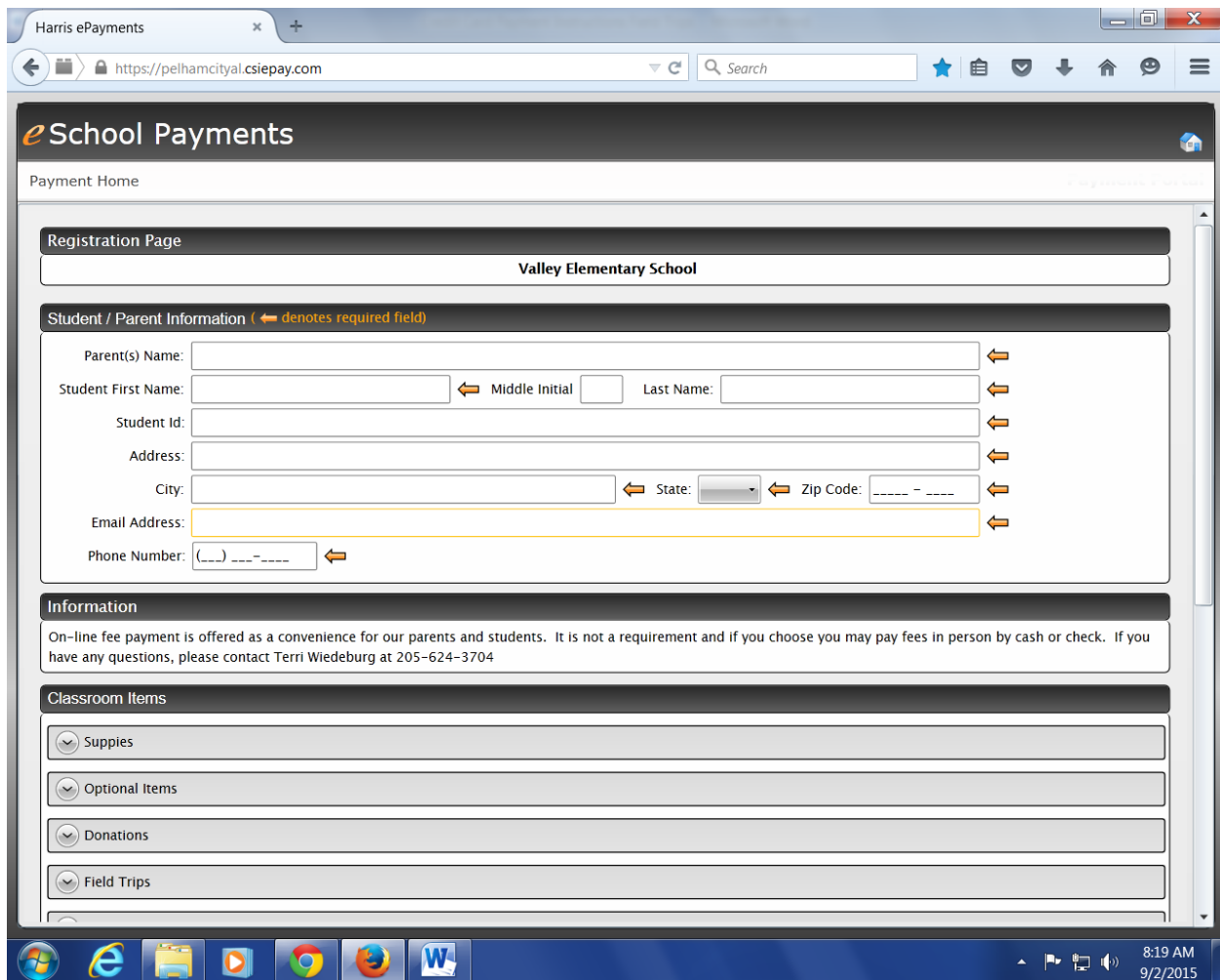


The first time you use the website you will be asked to activate Silverlight. You must do this to run the application.

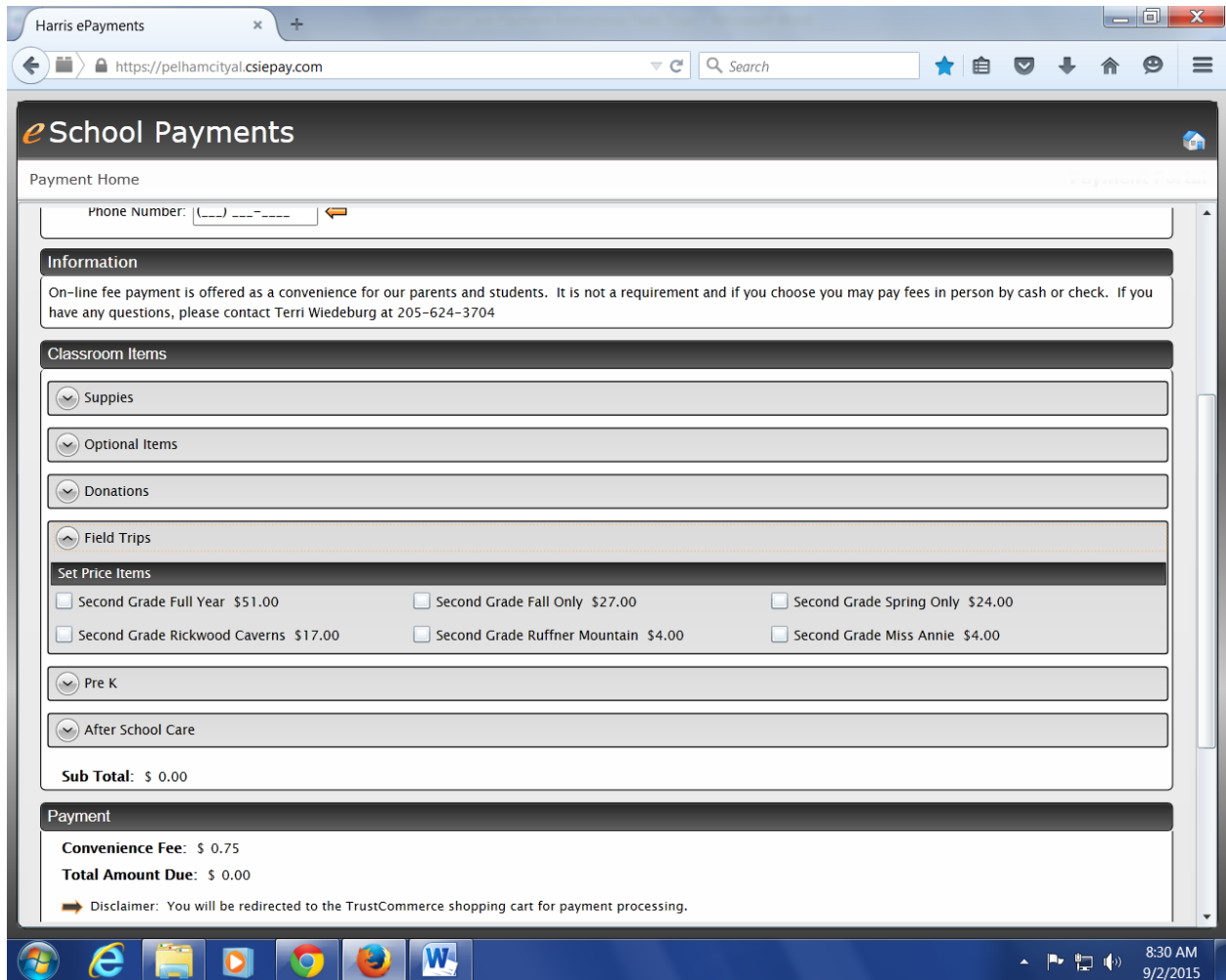
Click on Proceed to Payment Pages.



Select Valley Elementary School.

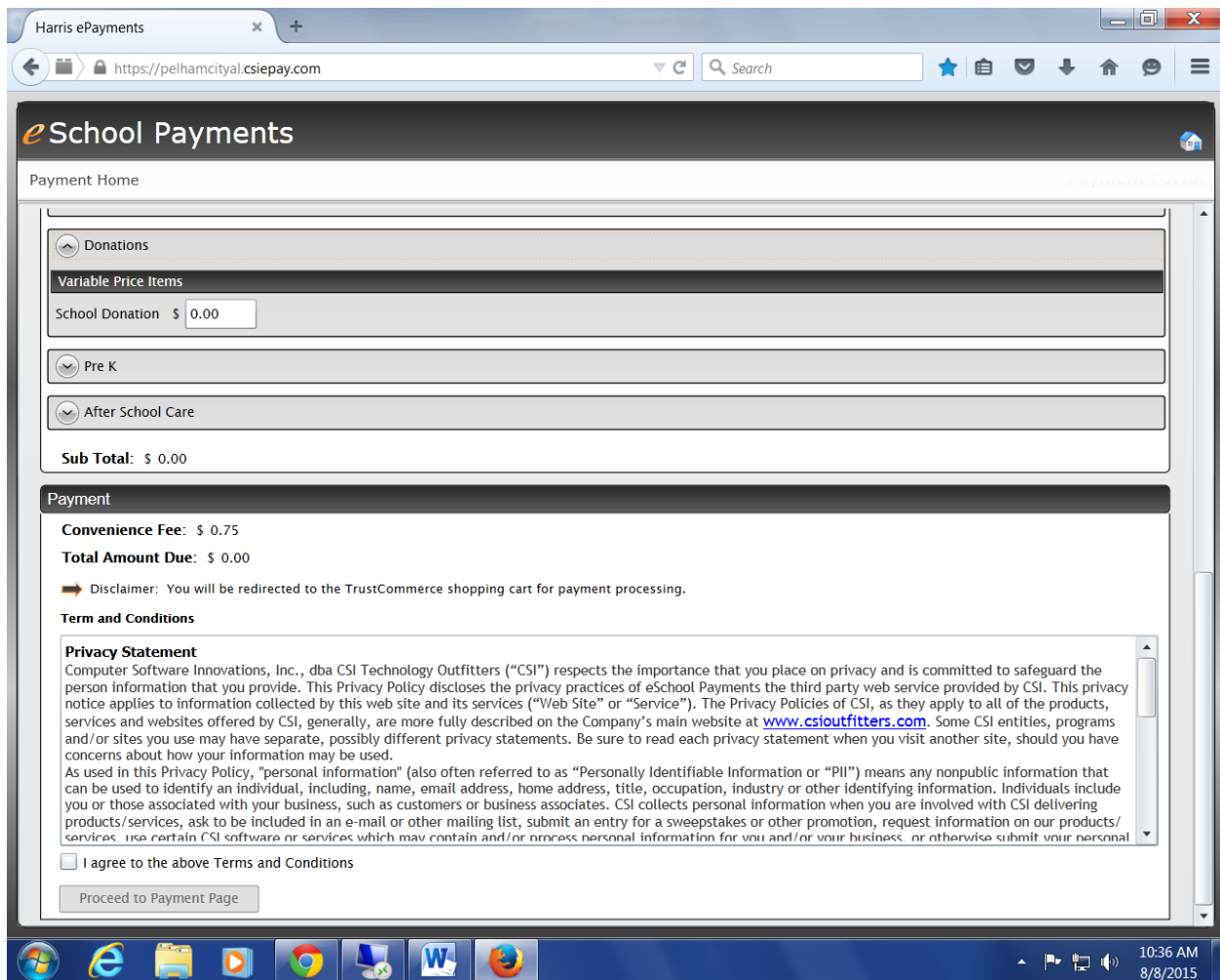


Fill in all fields in the Student/Parent Information box. In the Student ID field, enter the Teacher's Name. If paying for more than one student, enter additional name(s) here.



Click on the arrow beside the category of the item you would like to pay for to expand it to see the items. Check all items you wish to purchase and if applicable, the quantity or amount.

Please note that item options will vary during the year depending on what events are currently available for payment.



Scroll to the bottom of the page to review the terms and conditions for using this website and check the box indicating you agree to these conditions. Then click Proceed to Payment Page.

At this point you will be transferred to the Trust Commerce website. Enter the Credit Card and Billing information requested. Then click Process Transaction.

If the credit card payment is approved, you will be redirected back to the eSchool Payments website and a receipt of the payment will be provided. Please print the receipt for your records by using the printer icon in the right hand corner of the page. Please print a second copy to and send to the teacher as proof of payment. If you provided a valid email address, an email will be sent to your email address also.