

# SchoolPay Instructions

- Log in to your parent PowerSchool account [pccharter.powerschool.com](http://pccharter.powerschool.com)

| [Help](#) | [Sign Out](#)

- Click Applications icon  
(located in upper right corner of screen)

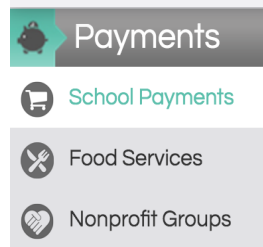


- Click SchoolPay link

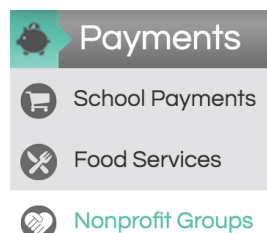
Applications <span style="float: right;">Close</span>	
Applications	Description
SchoolPay	SchoolPay, safe and easy school payments



- Items which apply to your student(s) will be available for purchase on this screen  
(this is the School Payments section) (examples include school fees, textbooks, computer repair, lunches, etc.)



- To access PTO items for purchase (Spirit Wear, etc.), click the Nonprofit Groups  
(located under the Payments section on the upper left side of the screen)



For Spirit Wear, click the View Items icon to see all available items.

### Spirit Wear

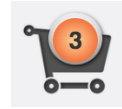
Group: Piedmont Community Charter PTO  
Available items are short and long sleeve t-shirts, crew

[View More](#) Multi-Item

[VIEW ITEMS](#) X



- Add items to cart as needed. When ready to check out, click cart icon located in upper right corner of screen.



- Review cart to make sure items are correct (student name, colors, sizes, etc.) When you are ready to pay, click Billing icon.



- Complete billing information as requested. Click Review Order icon.



- Click Finish icon to complete order.



- Receipt will be sent to email address listed on order.