

## Use of Facilities Online Payments:

Complete all areas on the screen. Blank spaces or inaccurate information may delay payment being applied to your account.

1. Provide details for payment



### Elk Grove Unified School District - Use Of Facilities Online Payments

Secure Payment Form

#### Order Summary

Payment Date	09/30/21
Payment Amount	10
Payment Information	Invoice 123456

Provide Invoice Number or De provided.

To minimize delay in payment being applied to your account, provide **invoice number(s) or detailed description with accurate details.**

2. Provide Credit Card Information for individual/business making the payment.

Credit Card Information	
Name as on Card	Sarah School
Card Billing Address	123 Sample Street
Card Billing Zip	95624
Card Number	4000100011112224
Card Expiration Date	0921
CVV2/CID	123

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3. Provide billing information for individual/business/organization who the payment is for. Provide name, phone number and email of individual who should be contacted if there are any questions about the payment. Once all of the information has been entered correctly, then press submit.

Billing Information	
Company Name	Signs for Schools Company/Organization Name if applicable
First Name	Sarah Provide first name of person making payment
Last Name	School Provide last name of person making payment
Address	123 Sample Street
Address 2	Address 2
City	Elk Grove
State	CA
Zip	95624
Country	USA
Phone Number	1234567890
Email Address	email@email.com Provide email where receipt of payment should be sent

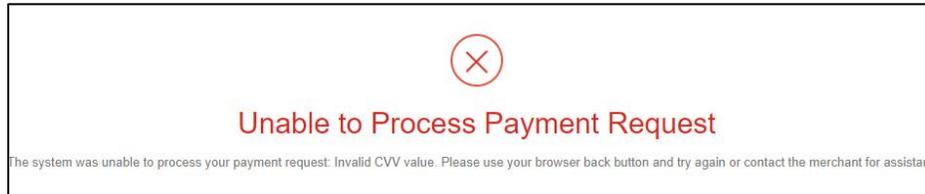
4. Once the Submit button has been pressed, a receipt will be emailed to the email address provided. Please be certain to check spelling. It does not matter what email address is on file with the District, this is the email that will receive the proof of payment.
  - a. You will see one of the following screens after you press Submit:

***If the payment has been processed you will see this screen:***

<b>Payment Approved</b> Secure Payment Form	
VISA  	
<b>Payment Approved</b> Thank you, Your payment has been accepted. Please retain this receipt for your records.	
<b>Date</b>	09/13/21
<b>Amount</b>	10.00

## Use of Facilities Online Payments:

***If for some reason the payment is unable to be processed with the information provided, then you will see a screen that looks like this:***



\*\*You will need to try processing the payment again and confirm the information has been entered correctly.