## **HOW TO MAKE ONLINE PAYMENTS:**

## **GO TO SUSD.ORG**

- 1. Click on the "Families" tab at the top of the page.
- 2. Click on "Online Payments".
- 3. Click on "Fees & Athletics".
- 4. Sign in. The username is the student's ID number. Password is their last name with the first letter capitalized.
- 5. Click on your child's name.
- 6. Click on "Items at Student's School Registration Payments".
- 7. Click on "Tax Credits or Fees & Club Activities".
- 8. Scroll down to find the sport(s) you wish to pay for.
- 9. Enter the amount of payment.
- 10. Click "Buy".
- 11. Go to "Checkout".
- 12. Enter information.
- 13. Email receipts to Mark Fifer at <a href="mailto:mfifer@susd.org">mfifer@susd.org</a>.
- 14. Any questions, please call Andrea Rico at 480-484-5203 or email her at arico@susd.org.