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

## Go to SUSD.ORG

- 1. Top of page look for the Families Tab, then click on it.
- 2. Then look for online payments <u>PLEASE DO NOT CLICK</u> <u>ON TAX CREDIT</u>
- 3. Fees & Athletics
- 4. Sign in Username is students ID# PASSWORD is last name with the first letter capitalized.
- 5. Click on your child's name
- 6. Click on <u>Items at Student's School Registration</u> payments
- 7. Click on Tax Credits or Fees & Club activities (NON-TAX CREDIT PAYMENT)
- 8. Scroll down until you find the sport you wish to pay for enter amount of payment— then hit buy
- 9. Go back to top to checkout
- 10. Enter information
- 11. Email either myself or the coach the receipt
- 12. Any question please call me 484-5203 Julie