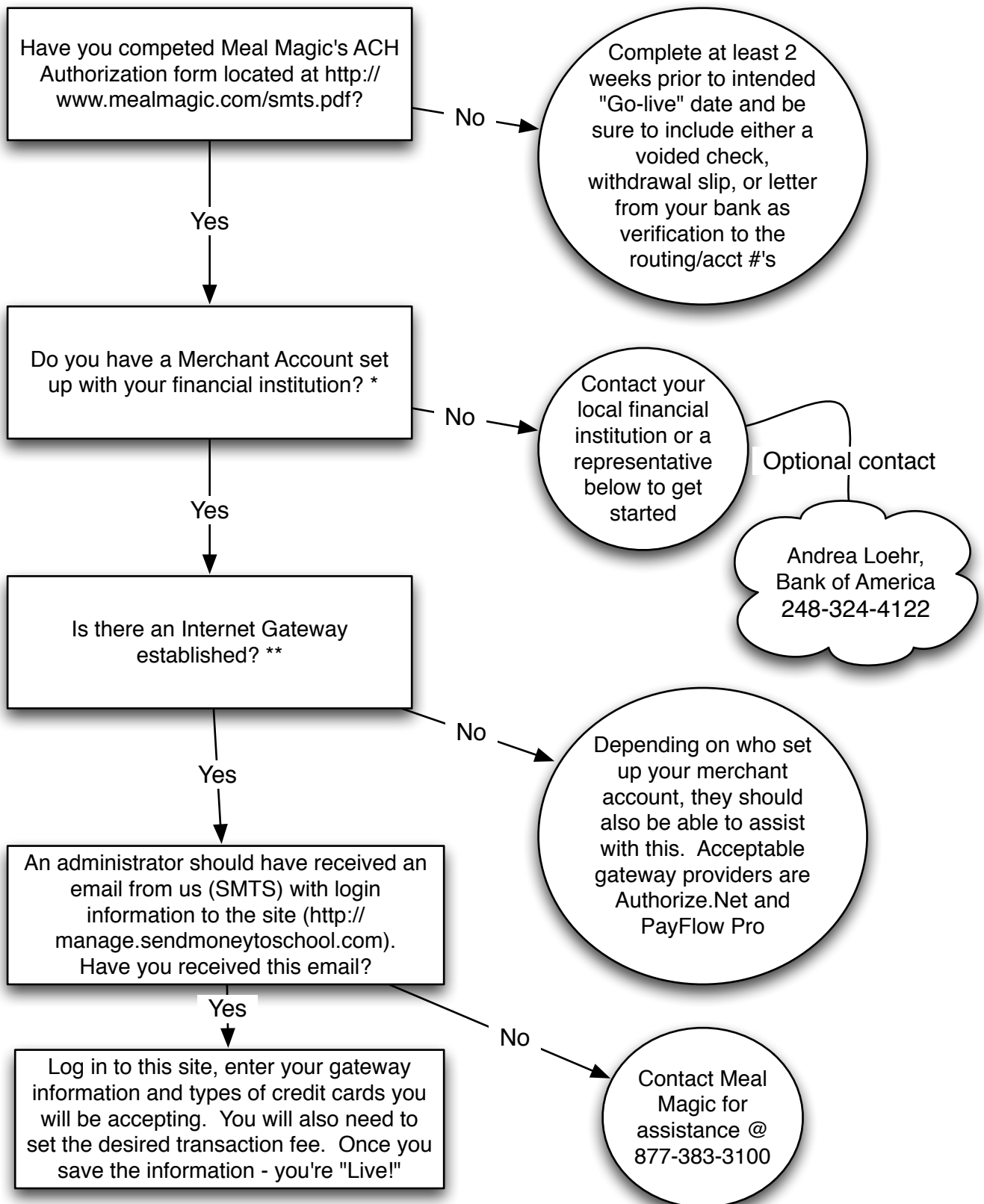


SendMoneyToSchool.com Workflow



* A Merchant Account provides your district the ability to rate rate & process credit cards through Visa, MasterCard, etc.** Internet Gateway - this provides online functionality to handle online payments, much like the "swipe" you may use at a grocery store, this is the online equivalent.

Authorize.net Setup

If The Bank Setup Your Account

1. Authorize.net will send you a welcome email that has instructions on how to finish setting up your account. Do not delete this email.
2. Click the “activation process” link located about half way down the email. Once clicked, your web browser will open and bring you to the Authorize.net’s setup page.
3. Answer the general setup questions. When you are informed that your account is active, log out and enter <https://secure.authorize.net> in your address bar
4. Go to Part 2

If You’re Creating The Account

1. Call 866-437-0476 for assistance in setting up an account.
2. Once your account has been established enter, <https://secure.authorize.net> in your address bar
3. Go to Part 2

Part 2: Authorize.net Settings

1. Enter you Login ID and Password
2. On the sidebar locate “Account” and
3. select “Settings”
4. Under Security Settings locate and click
5. the “Test Mode” link
6. Make sure the status reports “This account is currently in LIVE MODE.” If it is not click the “Turn Test Off” button
7. Click your back button until you return to the settings page then click the “API Login ID and Transaction Key” link
8. Answer the security question then click the submit button

9. Once the API Login ID and Transaction Key is displayed click the print button in the web browser then click “log out” at the top of the page

Part 3: Configuring SMTS.com

1. Go to manage.SendMoneyToSchool.com
2. Log in with your user name and password
3. Select District from the menu bar
4. Fill in the address information and select a contact
5. Click the Gateway tab
6. Set Authorize.net as the payment gateway
7. Enter the API Login ID and Transaction Key information from the paper you printed earlier (the information IS case sensitive)
8. Enter the transaction fee you wish to charge the parent
9. Select the credit cards you accept
10. Click “Save”



Getting Started

Creating a new account

Part 1:

1. Go to www.SendMoneyToSchool.com
2. Click on Create a new account
3. Provide requested information
4. Once you have read and agree with the terms of use click the I agree check box
5. Click the Create Account button
6. A confirmation email will be sent to you

Part 2:

7. Check your email
8. Click the provided link
9. Enter your email and password
10. Click the Login button
11. Start typing the name of your school district
12. When you district is displayed click on it
13. Click on the Add a student to your account button
14. Enter the student's ID number and click continue
15. If the ID number is valid you will be asked for your child's first name, last name and birthday
16. Once entered click the Add Student button
17. To add additional students click the Add a student to your account button again

Viewing Balances and Activity

1. Go to www.SendMoneyToSchool.com
2. Sign in to your account
3. All students assigned to this account will be displayed with their balances
4. To view history click the View Activity button next to the student's name

Making A Deposit

1. Go to www.SendMoneyToSchool.com
2. Sign in to your account
3. Click the Make A Deposit button
4. Enter the amount you wish to deposit for each student
5. Click the Check Out button

Viewing Past Account Activity and Charges

1. Go to www.SendMoneyToSchool.com
2. Sign in to your account
3. Click on Your Account from the menu
4. History will be displayed

