



### **Make Payments Online!**

Lake of the Woods School is pleased to bring you the online convenience of our new payment processing system, PaySchools. This program allows you to make school-related payments online via e-check or credit card at your convenience all from our school's Web site.

### **How It Works**

Access our online payment processing system from our school's web site at [www.blw.k12.mn.us](http://www.blw.k12.mn.us). Once on the school's website, click on the "Pay Online" link on the left side of the page.

The first time you access PaySchools, you will be asked to create a username and password. After you login, simply select the item(s) you wish to purchase then choose to pay by e-check or credit card. To pay by e-check (directly debiting your bank account), you will enter your bank's ABA routing number and personal bank account number. To make your purchase by credit card, enter the account number and expiration date for your VISA, MasterCard or Discover credit card. After you complete your purchase, an e-mail confirmation and receipt will immediately be sent to you. PaySchools uses "Secure Sockets Layer" (SSL) software, requires passwords throughout the program, and **does not store personal bank or credit card information to ensure privacy and security for users.**

### **Benefits For You**

Not only is this service a convenience for you, it saves district resources that can be spent on your child's education. PaySchools offers you:

- Easy and convenient online access to pay fees 24 hours a day, 7 days a week,
- An end to lost checks,
- Instant credit to student accounts reflecting the new activity,
- Ability to view account history of purchases, and
- Assurance of private and secure transmissions.

We are currently accepting online payments for the following items:

- Athletic Fees
- Community Education Fees
- ECFE
- School Lunch Account
- School Fees
- Weight Room Fees

To get started click the "Pay Online" link on the left side of the schools web page.

Sharon Feldman is available to walk you through the process or answer any questions at 634-2510 ext. 1505.