

Hello and thank you for participating in the second annual CHCCS Dance Marathon!  
Below are instructions for online payment.

Link: <https://www.k12paymentcenter.com/Home/NewUser>

The screenshot shows the 'Sign Up' page of the K12PaymentCenter. At the top left, there is a Facebook logo and a button that says 'Sign up with Facebook'. Below this, a heading reads 'Sign Up'. Underneath, there is a sub-heading: 'Begin by selecting a participating state where your child is currently enrolled:'. The form contains several fields: 'State:' with a dropdown menu labeled 'Select a State'; 'District:' with a dropdown menu labeled 'Select a District'; 'User Name:' and 'Email:' text input fields; 'Password:' and 'Confirm Password:' text input fields; 'Phone:' text input field; 'First Name:' and 'Last Name:' text input fields; 'Security Question:' with a dropdown menu labeled 'Select a security question...'; and 'Answer:' text input field.

### Step 1: Creating an account/logging in

By opening the link, you should come across this screen. **If you have already made an account for other events or school lunch payment, you can click the "member login" tab in the top right corner and log in.** If not, you will have to fill out all of this information and create a guest account. In doing so, you will pay for the ticket plus a \$1.95 online payment fee (\*this is an automatic fee that the payment system's company charges\*).

The screenshot shows the 'Home' page of the K12PaymentCenter. On the left side, there is a vertical menu titled 'Parent Functions' with the following items: 'Home' (with a house icon), 'Meal Payment' (with a fork and knife icon), 'School Fees' (with a school bus icon), 'Transfer Funds' (with a dollar sign icon), 'Payment History' (with a calendar icon), 'Recurring Payments' (with a play button icon), 'Manage Profile' (with an information icon), 'Manage Wallet' (with a wallet icon), 'Manage Students' (with a person icon), and 'District Menu' (with a circular arrow icon). The main content area is titled 'Home' and contains two informational messages. The first message says: 'Thank you for using K12PaymentCenter. There are currently no students assigned to your account. Please go to the [Manage Students](#) page to add your students.' The second message says: 'There are School Fees available for purchase which do not require verified Students. Please go to the [School Fees](#) page to add items to your Shopping Cart.'

### Step 2: Finding Dance Marathon tickets

Click "School fees" and then click "Command" and "F" to search. Type in "Dance Marathon" to the search bar.

<b>DANCE MARATHON 2017 TICKETS</b>	<b>\$25.00</b>
East Chapel Hill High	
TICKET FOR ENTRY/PARTICIPATION TO DANCE MARATHON 2017	
INDICATE TICKET PURCHASER'S NAME. PRINT RECEIPT FOR ENTRY	
<input type="button" value="Add to Cart"/>	

Step 3: Buying the ticket


Type in your first and last name. Click "Add to Cart." **Make sure you print your receipt. If you pay on a phone, you will receive an email confirming your purchase. When you go to the ticket sales table at lunch, you will have to show this confirmation in order to fill out the proper forms.**

Cart Summary					
Total School Fee Payment:	25.00				
Convenience Fee(\$1.95)	1.95				
<b>Total Amount :</b>	<b>26.95</b>				
<input type="button" value="Proceed To Checkout"/>					
Shopping Cart					
<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;"><b>DANCE MARATHON 2017 TICKETS</b></td> <td style="text-align: right;"><input type="button" value="x"/></td> </tr> <tr> <td style="text-align: center;">\$25.00</td> <td style="text-align: center;"> <input type="button" value="Edit Memo"/> </td> </tr> </table>		<b>DANCE MARATHON 2017 TICKETS</b>	<input type="button" value="x"/>	\$25.00	<input type="button" value="Edit Memo"/>
<b>DANCE MARATHON 2017 TICKETS</b>	<input type="button" value="x"/>				
\$25.00	<input type="button" value="Edit Memo"/>				

Step 4: Checking out

Scroll up and click the shopping cart icon. Click "Proceed to Checkout."

**Credit Card Details**

First Name (As it appears on Credit Card)	Last Name (As it appears on Credit Card)	
<input type="text"/>	<input type="text"/>	
Address - Line 1	Address - Line 2	
<input type="text"/>	<input type="text"/>	
City	State/Province	Zip
<input type="text"/>	Select a State <input type="button" value="v"/>	<input type="text"/>
Credit Card Number	CVV / Card Code 	
<input type="text"/>	<input type="text"/>	
Card Expiration Month	Card Expiration Year	
Select a Month <input type="button" value="v"/>	Select a Year <input type="button" value="v"/>	
<input type="checkbox"/> Save to Wallet?		

Step 5: Entering credit card details

Enter all the needed information in and click "\$ Process Payment."

Step 6: Check out

You should come to a screen that says "Your payment has been received." **Remember to print this screen and bring it to the ticket sales lunch table as proof of payment. If you paid using a phone, take a screenshot for confirmation.**