

# TOLEDO PUBLIC SCHOOLS

## Online Payment Instructions



- On the TPS website, [www.tps.org](http://www.tps.org), click on “Online Payment”.
- Select “Elementary Schools”.
- Select “Elementary Schools A-G”.
- Select “Beverly Elementary School”.
- Select the trip in which your student is participating.
- Enter the Amount, Student Name (last, first), and Student ID.
- Click “Add to Cart”.
- Your cart will appear on the right side of the screen. If you need to make another payment, select “Continue Shopping”. If you only wish to make one payment, select “Check out”.
- If you have already created an account enter your email address and password.
- If you do not yet have an account, select “Create New Account”.
- Enter your information and select “Create account.”
- On the Echeck pop-up, select “Use Credit/Debit.”
- Enter your credit card information and click continue.
- Review your order and, if correct, select “Place Order.”
- After placing your order, you will receive confirmation and can print your receipt by clicking “Print receipt”.
- A receipt will be sent to the email address associated with your account.

Please contact Beverly Elementary, 419-671-2600, with any questions.