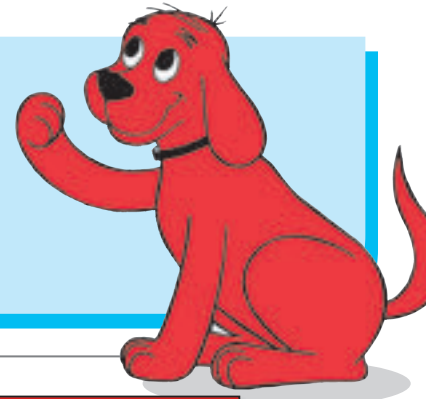


# Parent Pay – A Step-by-Step Guide for Parents

When your child brings home their order forms, review them together and pick what you want to order just as you usually do. Then, when you're ready to pay, go online to

**parentpay.scholastic.ca**



1. First, fill out the form step-by-step to select your child's teacher.

The screenshot shows the 'Find Your Teacher' form on the Scholastic website. It includes fields for 'Enter Province', 'Enter City', 'Enter School', and 'Enter Teacher', each with a dropdown menu and a search icon. Below the form is a 'Continue' button.

2. Then, enter the details of your payment. You'll need to provide your name, your email address, your child's name (just so their teacher can match the payment to your child's order later), the Parent Pay Code for your flyers (more on that in a minute) and your payment amount. Then, **click "Continue"**.

**Note:** You must provide an email address in order to make an online payment. This email address will only be used to send you your electronic payment confirmation or in case of an issue with your payment. Scholastic will not store your email address for any future marketing.

You'll find your flyer's Parent Pay Code on the bottom of the order form. You can place a single payment for ALL flyers that have the same Parent Pay Code.

The screenshot shows the 'Payment Details' form on the Scholastic website. It includes fields for 'Enter Your Name', 'Enter Your Email', 'Enter Child's Name', 'Parent Pay Code', and 'Amount (CAD)'. Below the form is a 'Continue' button.

9.99	9.99	9.99	9.99	9.99	55	Whatever After Box Set	19.99	19.99	19.99	19.99	19.99	19.99
9.99	9.99	9.99	9.99	9.99	56	Capt Underpants Pk	9.99	9.99	9.99	9.99	9.99	9.99
8.60	7.99	8.75	8.75	8.67	57	World of Capt Box Set	49.99	49.99	49.99	49.99	49.99	49.99
19.99	19.99	19.99	19.99	19.99	58	Amulet Pk	59.99	59.99	59.99	59.99	59.99	59.99
10.75	10.86	10.94	10.94	10.85	59	Copper Gauntlet	11.99	11.99	11.99	11.99	11.99	11.99
10.75	10.86	10.94	10.94	10.85	60	Iron Trial	6.99	6.99	6.99	6.99	6.99	6.99
9.67	9.59	9.84	9.85	9.76	61	Jurassic World Jr. Novel	9.99	9.99	9.99	9.99	9.99	9.99
7.99	7.99	7.99	7.99	7.99	62	Into the Wild Pk	5.99	5.99	5.99	5.99	5.99	5.99

**Parents: You can also pay online with**

parentpay.scholastic.ca  
child's teacher

2 Enter Parent Pay Code: CLIFFORD

3 Payment reference

3. Now you're on the payment screen. Here you'll enter your billing address. When you're done, **click "Next"**.

The screenshot shows the Scholastic website's payment process. The top navigation bar includes 'Billing', 'Payment', 'Review', and 'Receipt'. The 'Billing' tab is active. The main content area is divided into two columns. The left column, titled 'Billing Information', contains several required fields: First Name, Last Name, Address, City, Country (a dropdown menu), State/Province, Zip/Postal Code, Phone Number, and Email. A 'Next' button is located at the bottom right of this section. The right column, titled 'Your Order', shows a 'Total amount' of CAD 5.00. A 'Cancel Order' link is visible at the bottom left.

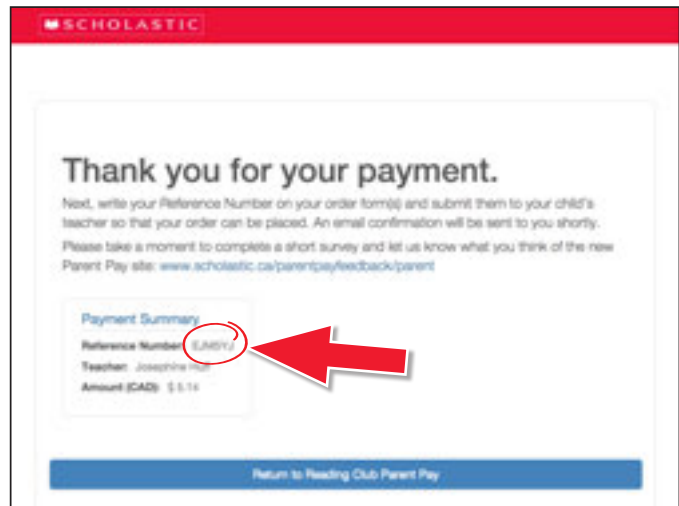
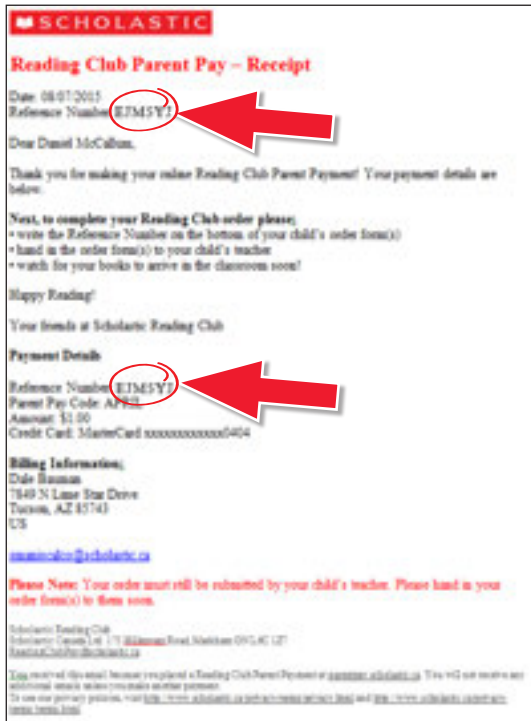
4. Now provide your credit card information and **select "Next"** again.

The screenshot shows the 'Payment' tab selected in the navigation bar. The main content area is divided into two columns. The left column, titled 'Payment Details', contains several required fields: Card Type (with radio buttons for Visa and MasterCard), Card Number, CVV (with a note that it's a three or four digit number on the back of the card), and Expiration Date (with a dropdown for the year, currently set to 2015). 'Back' and 'Next' buttons are at the bottom. The right column, titled 'Your Order', shows a 'Total amount' of CAD 22.00. A 'Cancel Order' link is visible at the bottom left.

5. Review your payment details, then **click "Pay"** and you're almost done!

The screenshot shows the 'Review' tab selected in the navigation bar. The main content area is titled 'Review your Order'. It is divided into three sections: 'Billing Address' (with an 'Edit Address' button), 'Payment Details' (with an 'Edit Details' button), and 'Your Order'. The 'Billing Address' section shows: Jane Smith, 123 Main Street, Toronto, Ontario, M0V1E1, Canada. The 'Payment Details' section shows: Card Type: Visa, Card Number: xxxxxxxxxxxx1111, Expiration Date: 08-2018. The 'Your Order' section shows a 'Total amount' of CAD 22.00. 'Back' and 'Pay' buttons are at the bottom. A 'Cancel Order' link is visible at the bottom left.

Once you have successfully completed your payment, a Reference Number will be displayed on your screen.

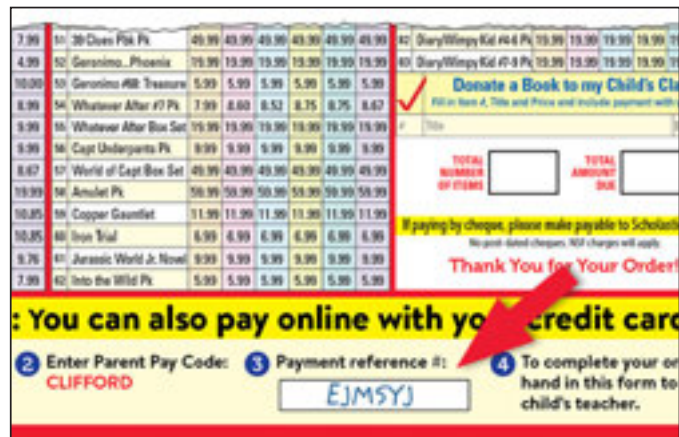


It will also be sent to you in your electronic receipt.

- Record your payment Reference Number in the space provided on your child's order form(s), just beside where you found the Parent Pay Code.

This will let your child's teacher know that you've paid by credit card.

**Note:** The same reference number should be written on each order form, if you included more than one flyer in your payment.



Then, send the order form(s) to school with your child. Your child's teacher will order the items you want and they will be delivered to the classroom just like usual.

### Don't Forget!

The online Parent Pay site is for making **payments only**. Your order is not complete until you send in the order form(s) to your child's teacher and they submit the order to Scholastic. Your order will be delivered to the classroom just like usual.