

Payment Instructions for the Spalding STEM Academy Web Store

- Visit school district website at <http://www.westada.org/spalding>
- Click **Online Payment** link
- Redirect to the Spalding STEM Academy's web store
- Select **payment type** and **payment item/fee**
- Enter **required information**
- Click **"Add to Shopping Cart"**
- To make a payment for another fee or student, click **"Continue Shopping"** and select **additional fee type** and **fees**
- When all fees are in shopping cart, click **"Go to Checkout"**. If a **new customer**, select **"I am a new customer"**. Enter your email address and **"Sign In"**. If a **returning customer**, select **"I am a returning customer"**. Enter your email address and password. Select **"Sign In"**.
- Enter your **billing and payment information**. Create a **password** if required.
- Verify information for accuracy and select **"Complete Order"**.
- **Payment will be processed** and receipt can be viewed and printed. A receipt will be sent to the email address provided during account set up.
- **Logout**

Your Shopping Cart

Create an account with us, and make reordering a snap!

Enter your email address:

I am a new customer
(You'll create a password later)

I am a returning customer
and my password is

[Sign in using our secure server](#)

[Forgot your password? Click here.](#)

Step 1: View Cart Step 2: Order Info Step 3: Payment Step 4: Receipt

| Shopping cart contents: | Price | Qty | Total |
|--|---------|-----|-----------------------------|
| <input checked="" type="checkbox"/> Baseball | | | |
| Notes: none | | | |
| 1st participant: 2-4 grade | \$90.00 | 1 | \$90.00 |
| 2nd participant: part 2: 2-4 | | | |
| | | | Total: \$90.00 |
| | | | Order Total: \$90.00 |

[RETURN TO CART](#)

BILLING INFO:

* First Name: * Last Name:

* Address 1: * Address 2:

* City or Province: * State / Country: United States

* Zip Code: * Telephone:

ACCOUNT INFO:

* Email Address: John_anderson@demo.com * Password: See Hints

* Please re-enter password:

*Required field [Continue](#)

Web Store Links for Additional Information:

Services

- [*Web Store Home](#)
- [Contact Us](#)
- [FAQ](#)
- [My Account](#)
- [Password Reset](#)
- [Policies](#)
- [Privacy Policy](#)
- [Products](#)

- **Contact Us:** Request additional information or ask questions about a payment
- **My Account:** To look up previous transactions and change address or password information
- **Password Reminder:** To send an email requesting a forgotten password