To make a payment directly to Texas Online Preparatory School you will need to go to www.paypal.com
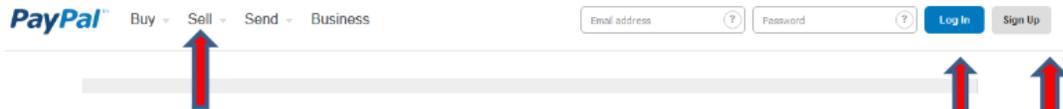
At this opening home page screen select **"Send"**

All persons will be required to set up a PayPal account for payment to be processed.

- IF you already have a PayPal account, you can proceed to log in to your account at this point.
- IF you **DO NOT** have a PayPal account, you may proceed to set up your account now or at a later point prior to sending payment. Instructions for creating your account are included at the end of this document.

Send money in a few clicks | Learn more

shjohnston@k12.com   Amount   USD

Continue

At this screen you will type in the e-mail address as shown (shjohnston@k12.com)

Enter the dollar amount you wish to pay.

When done, hit **"Continue"**

This is to friends or family
Free for both of you when sent domestically in USD, and funded with your PayPal balance or bank account.

Friends or family

This is for a good or service
Free for you. The seller pays a small fee to process the payment. You're also covered by our **Purchase Protection**.

Goods or services

For payment to TOPS, select **"Goods or services"**

You are sending $☐ USD to shjohnston@k12.com.

Log in to PayPal

Email address

Password

Log In

Forgot your email address or password?

Sign up

This should reflect the dollar amount of the payment you are making.

IF you have a PayPal account and have not already logged in to your account you will need to do so at this point.

IF you have not created a PayPal account you will need to do so now.

This must be done in order for the payment to be processed. Creating an account is a fairly simple process! Please see further below for guidance in creating your account.

AFTER logging in to your existing PayPal account or AFTER creating your account, you will then be directed to the **Send Money Online** page in which you will be asked to provide payment (debit card, prepaid card, or credit card) information for the processing of the payment.

PayPal

| My Account | Send Money | Request Money | Merchant Services | Products & Services |

Send Money Online

Add a card   Secure Transaction 🔒

To pay, add a debit or credit card to your PayPal account.

Enter your card information without spaces or dashes.

Add Debit or Prepaid Card | Add Credit Card

Stay in control of your spending by using your debit card

Debit card number:

VISA   MasterCard   DISCOVER   AMEX

Expiration date

mm   yy

/

CSC What is this?

Billing Address

Change

Add Card   Cancel

If using a credit card for the payment, click here and enter credit card information.

These are the credit cards that are accepted for payment by PayPal.

If using a debit card or prepaid card for the payment, enter the information here.

Once payment information is completed, you will then hit "**Add Card**"

You will now be directed to the **Send Money page.**

Confirm the dollar amount and e-mail address is correct. The email address should be **shjohnston@k12.com** .

PayPal

Send Money   Secure Transaction 🔒

Review your payment and send

Please check the following information before continuing. View PayPal policies and your payment source rights.

Description	Amount
Payment To	$5 USD
shjohnston@k12.com	

Apply coupon/gift certificate

Your total charge: $5 USD

Send Money

Payment Method

Credit/Debit Card : $ USD
This credit card transaction will appear on your bill as
Change   **"K12 Texas Online Preparatory School"**

PLEASE NOTE the transaction will appear on your debit/credit card statement as K12 Texas Online Preparatory School.

Shipping Address

No Shipping Required

Change

Email to recipient

Subject:

You've got money!

Message (optional):

Enter a personal message to your recipient.

At this point you will need to complete this **"Email to Recipient"** to notify TOPS of your payment. Please include your **child's first and last name, amount paid, and a short description of the event/item so your payment is allocated to the appropriate department.**

0 characters entered - 300 maximum

After reviewing all information is correct go ahead and hit **"Send Money"**

Send Money

You have now completed the payment process and will receive a receipt via the e-mail address you provided.

Creating Your PayPal Account

Sign up for PayPal

Secure 🔒

Your country or region
United States ▾ 🇺🇸

Your language
English ▾

You can enter your language of choice here.

Already have a PayPal account? Upgrade now.

PayPal for personal use
Get a personal account for personal use.

Get Started

PayPal for business and nonprofits
Get a business account for use by businesses and nonprofit organizations.

Get Started

Select "PayPal" *for personal use*. Hit **"Get Started"**

PayPal

Enter your information

Secure 🔒

After you create your PayPal Account, we'll ask you to link your bank account, debit card, or credit card. Then, you can start using PayPal right away.

We don't share your financial information with third parties.

1. Set up your account

Email address
You will use this to log in to PayPal

Choose a password

Re-enter password

Enter your e-mail address then select and enter a password you have created. You must confirm the password by entering it again.

2. Enter your information

Legal first name

Legal last name

Address line 1

Address line 2 (optional)

You will need to enter your first name, last name and address in the appropriate fields.

City

State

ZIP code

Phone Why is this needed?

Type   Country Code   Phone number
Mobile   1 (US)

Add another phone number

Enter the best phone number to contact you if needed. You may add another phone number by clicking the "Add another phone number" tab

3. Review the agreements

☐ Yes I have read and agree to the following:

- PayPal's User Agreement, Privacy Policy, and Acceptable Use Policy.
- The Electronic Communication Delivery Policy. I understand that PayPal will provide me with information about my account electronically. I confirm that I can access emails, web pages, and PDF files.

Agree and Create Account

You will need to click this box to indicate you agree to the listed PayPal account terms.

Click **"Agree and Create Account"** after you have entered all the required information.

Congratulations! You have created your PayPal account and your payment can now be processed!