

**Melrose Public Schools
On-Line Payment Center
Instructions**

Click on the link below (or copy/paste into your web browser) to register or login...

https://www1.mcc.net/School_App/School_Pay/PayerLogin.aspx?DID=W/omnUnBLYUC0ykET4E89VkjDUEi1P2kSICq+9tgHngyd6Pg0/iYg872JUJh3ozni

New users

1. Click on *School Payer Registration*
2. Fill in the registration form
3. Click *Register*
4. You will be sent an activation number to the email address you register with

Logging in

1. Once you have received your activation number return to the Melrose Schools website www.melroseschools.com
2. Click “On-Line Payment Center” link (left side of the page)
3. From the Online Payment Center page click on the link under the heading “*Payment Login*”
4. Type in your login information (email address and password)
5. Click Login
6. New users will be asked to enter an activation number

Adding a Student

1. Go to the *Add Students* tab
2. Select the School the student belongs to
3. Enter the Student ID and Last Name
4. Click *Student Lookup*
5. The results will be displayed
6. Click *Add Student*

Making a Payment

1. Go back to the *School Fees* tab
2. Select the bills you wish you pay by clicking on the check box to your left
3. Select your Payment Method from the drop down (to create a new payment method, see *How to Create a Payment Method* below)
4. Enter the amount your wish to pay
5. To schedule your payment for a future date, please do so by using the online calendar
6. Click on *Continue to Verify*
7. On the next page click on *Verify and Submit*
8. You will receive a payment confirmation email

How to create a Payment Method

1. Go to the *Payment Method* tab
2. From the drop down menu select the payment method
3. To save your payment method for future use, please assign it a name for your records
4. Fill in your banking or credit card information
5. Click the check box stating you have reviewed and agree to the terms
6. Click on *Create ACH* (electronic payment from bank account) *or Credit Card Method*
7. Go back to the *School Fee* tab

Payment Report / History

1. To view the status of your payment, please go to the *Payment Report* tab

Click on the link below (or copy/paste into your web browser) to get started with the online payment system...

https://www1.mcc.net/School_App/School_Pay/PayerLogin.aspx?DID=W/omnUnBLYUC0ykET4E89VkjDUEi1P2kSICq+9tgHngyd6Pg0/iYg872JUJh3ozni