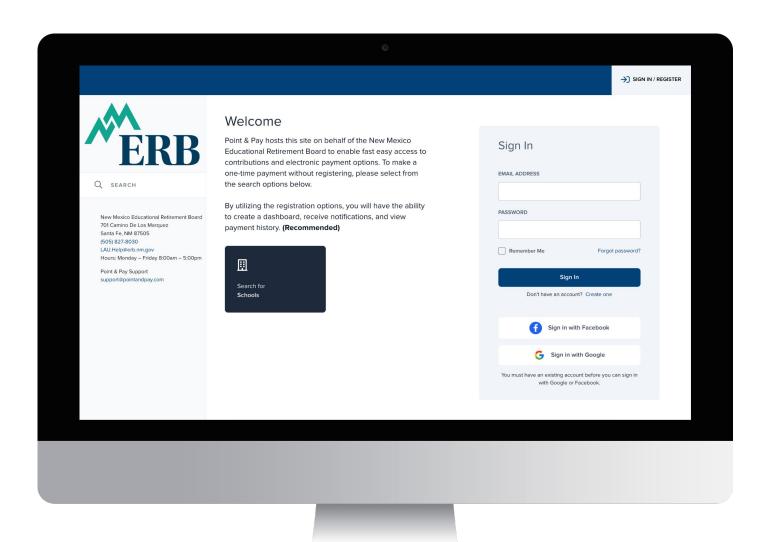
point&pay

Welcome on Board!



Agenda

- About us
- Submit a contribution
 - Without signing in/registering
- Register your school account
 - Claim your school
 - Submit a contribution
 - View contribution/payment
 - Account History
- Reach out for help
- Q&A



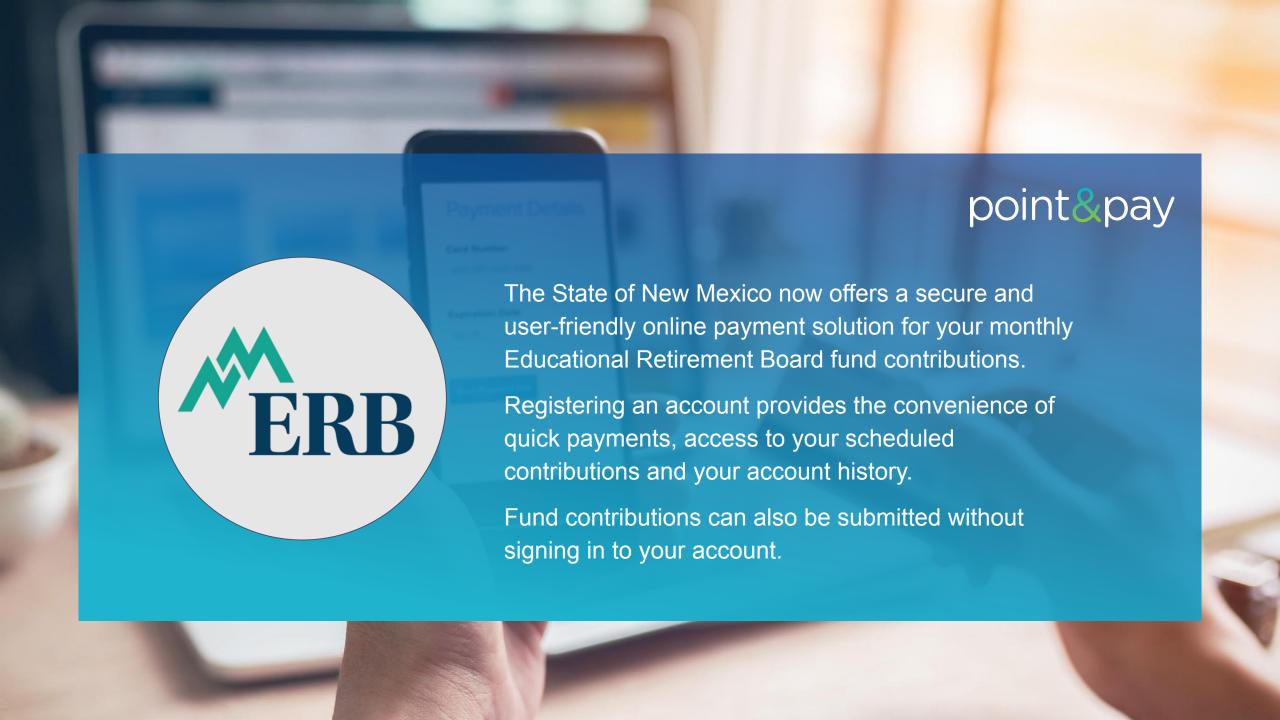


About Us

We design, build & integrate advanced payment solutions for government, utility companies, courts, law enforcement, education, property management companies & other industries with unique payment needs.

From our headquarters in Oldsmar, Florida, we proudly serve over 5500 clients nationwide.





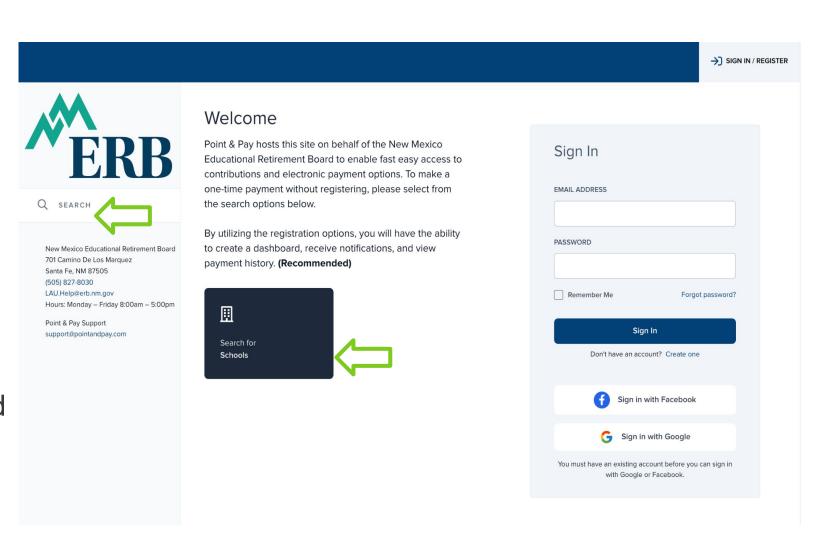
Submit a contribution without signing in

point pay

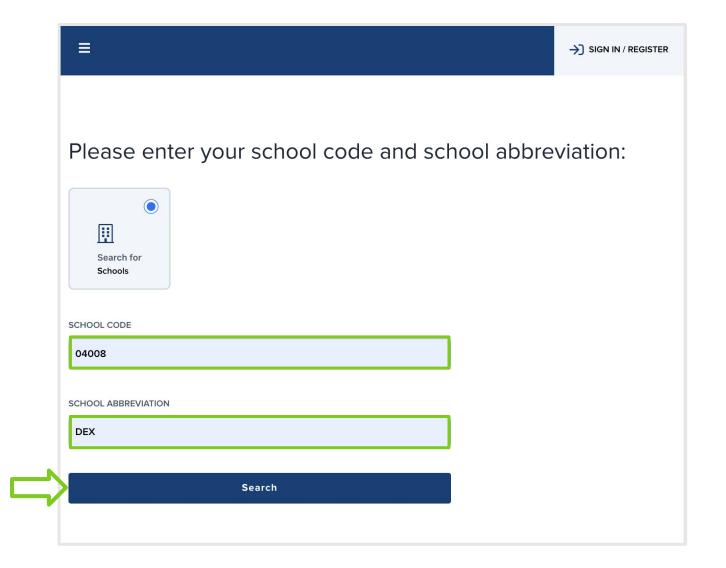
 Click Search on the menu bar located on the left side of your screen

OR

 Click the dark blue box in the middle of your screen labelled
 Search for Schools.

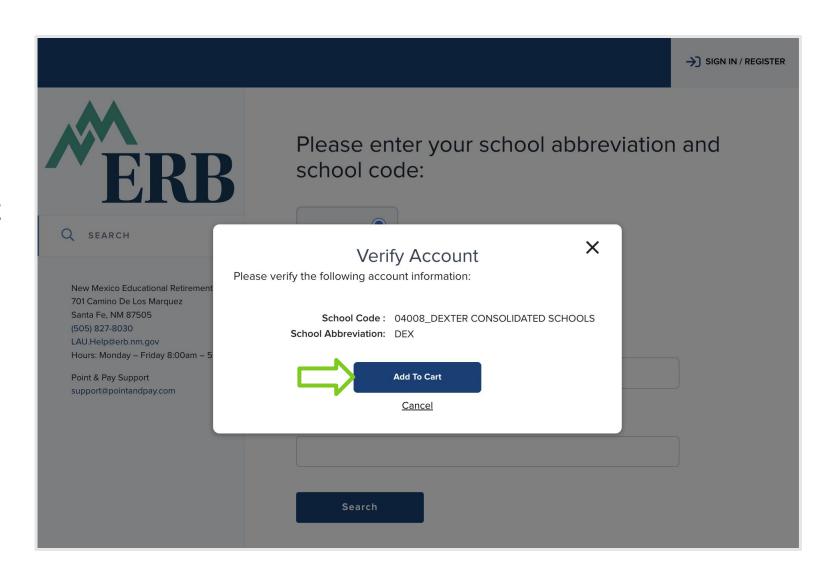


- Enter your School Code and your School Abbreviation in the applicable fields.
- Directly below the fields, click the blue **Search** button to pull up your school account information.

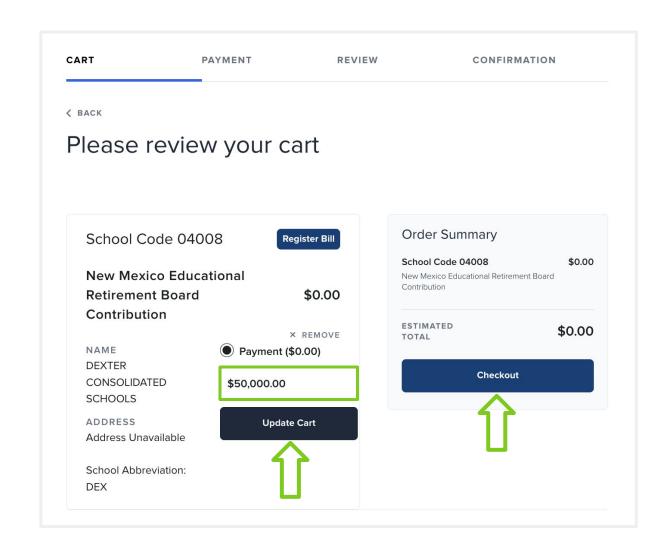


Your School Account information will appear for verification.

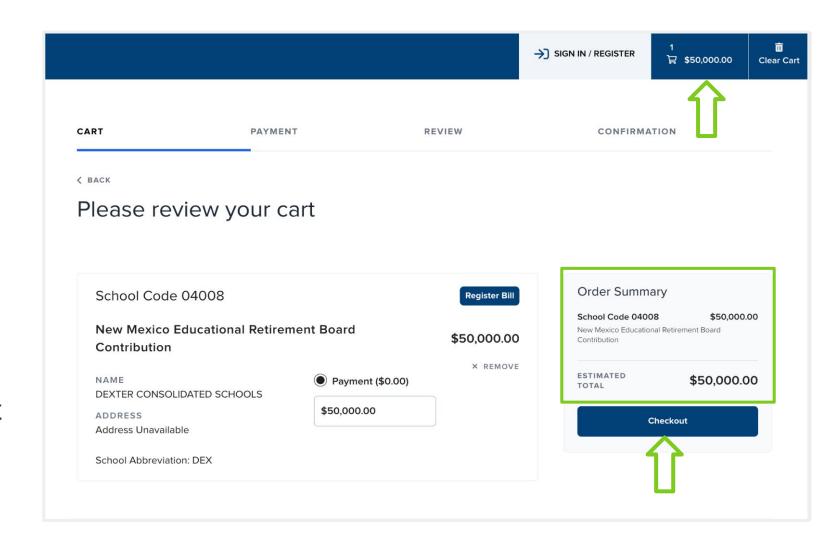
- Verify your School Account Information.
- If correct, click the blue
 Add to Cart button to add your School Account
 Information to your cart.



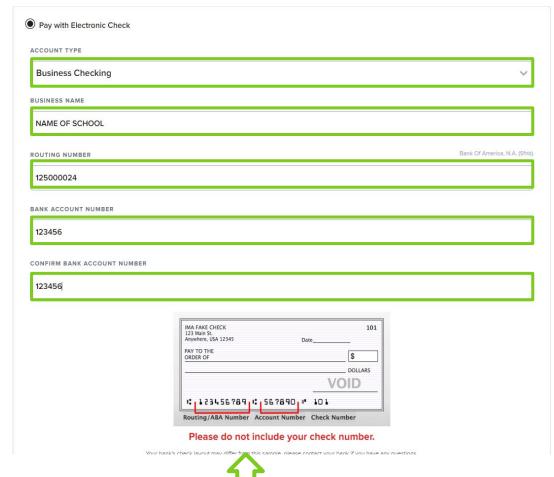
- Enter your Contribution, or payment amount, in the field directly below Payment.
- Click the black Update Cart button located directly below to add your amount to your cart.

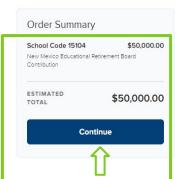


- Your entered amount now appears in your Cart at the top right of your screen
- The order information is summarized at the bottom right of your screen.
- Review your Cart, and click the blue Checkout button to proceed to your payment method information.

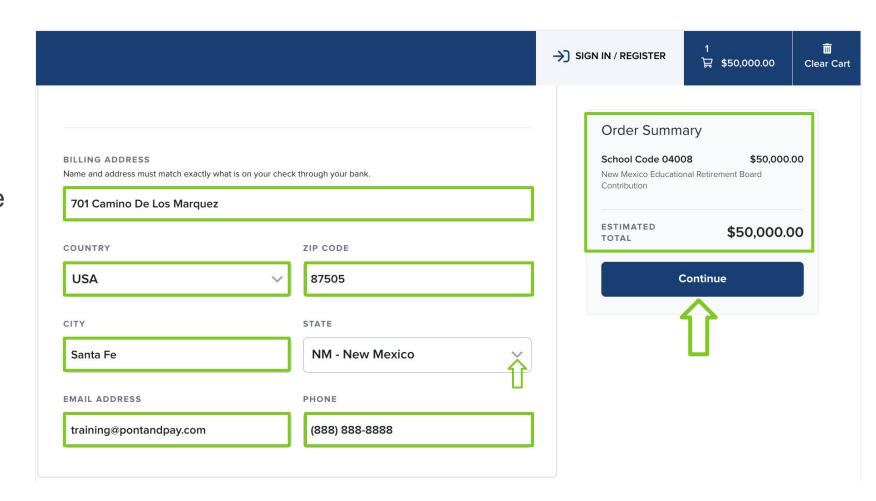


- Your Contribution will be submitted by payment method
 Electronic Check.
- Enter your bank checking information in the applicable fields and re-enter your bank account number to confirm.
- Note the pictured check example provides guidance on where to locate your bank routing number and bank account number.

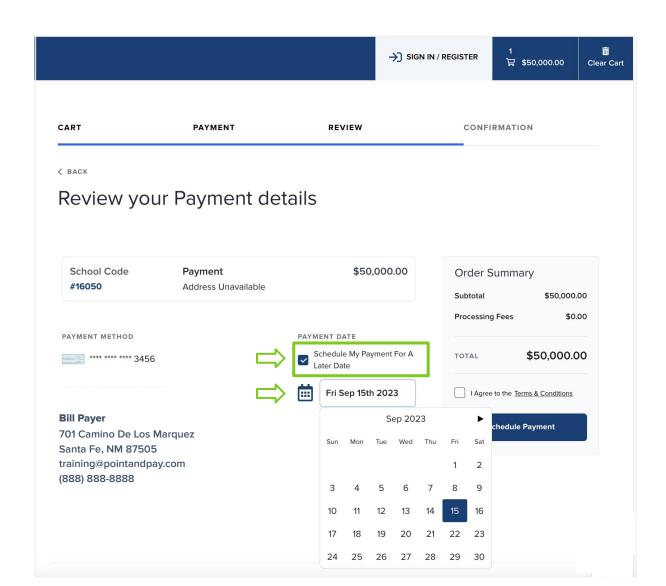


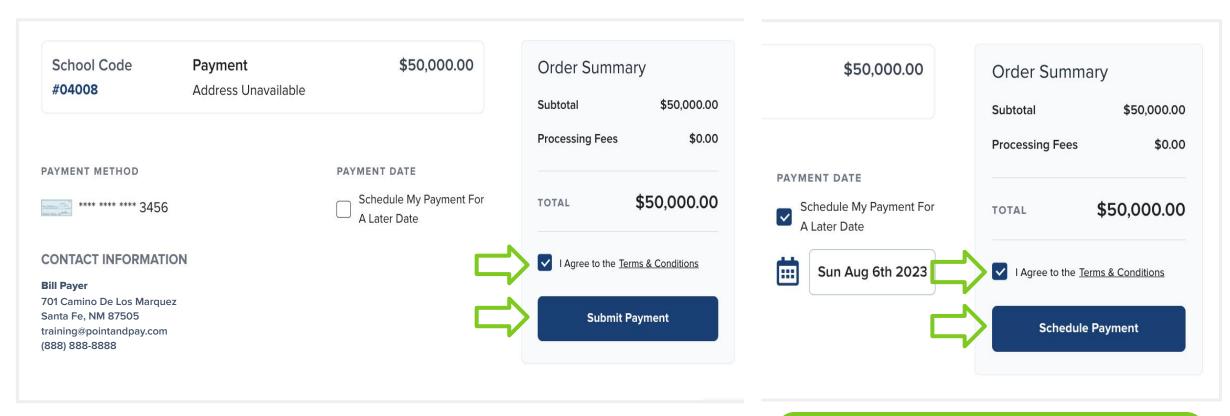


- Enter your bank account billing address as it appears on your check.
- Enter your email address and phone number. Note the email address is where your receipt will be sent.
- On the right of your screen, click the blue button and Continue to the next screen to review your payment details.



- This screen provides a final review before submitting your contribution immediately, or the convenience of scheduling for a future date.
- To schedule for a future date, check the box below Payment
 Date, click on the calendar icon, then the small black arrow at the top right of the calendar. Scroll and click on your future date, and it will appear in the Payment Date field.



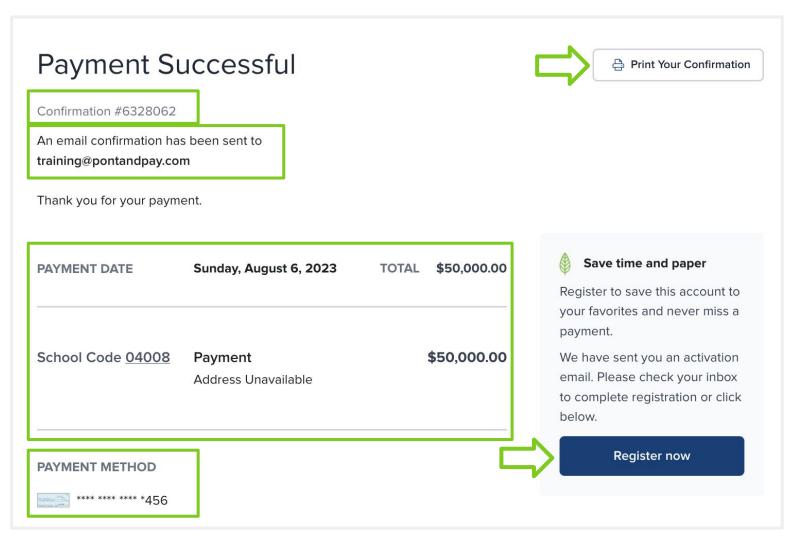


To finalize your Contribution, check the box below your
 Order Summary if you agree to the Terms & Conditions,
 then click the blue Submit Payment directly below.

Note for future dated Contributions, the blue button is labelled **Schedule Payment.**



- Your contribution details are displayed.
- An email confirmation has been sent to the email address you provided.
- On this screen you also have the opportunity to Print Your Confirmation and Register Now to enjoy the convenience of a registered account.





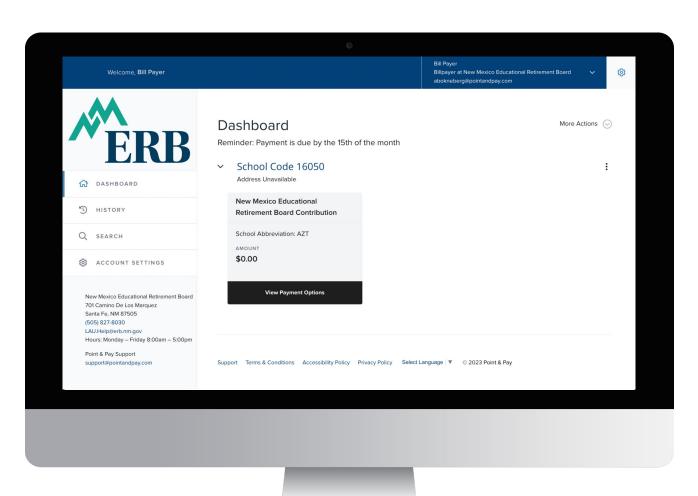
How to register

point a pay

Benefits of Registering

Manage your School Contributions in one place:

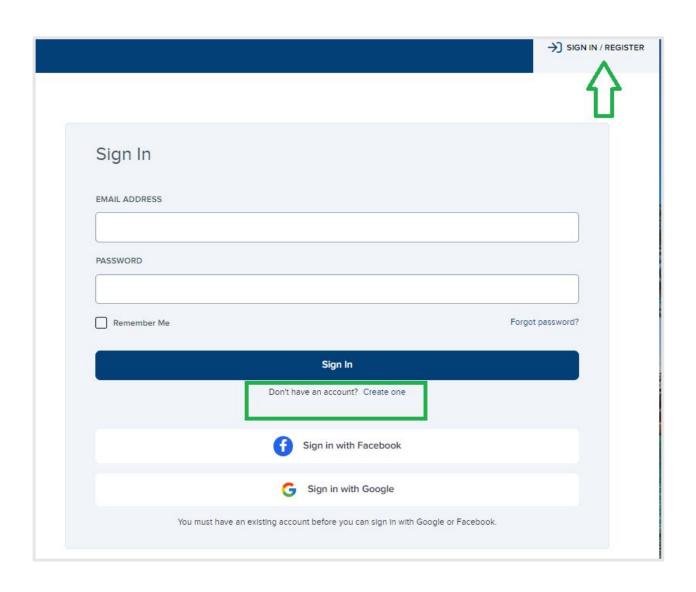
- Store your School Code(s)
 and School Abbreviation(s)
- Securely store your bank account information for quick monthly School Contributions.
- View your scheduled and past School Contributions.



Register Your Account

Begin by visiting the URL communicated to you by the ERB team.

- Click Sign In/Register located at the top right of your screen
 OR
- Click on the Create One link located directly below the blue Sign In button.



Register Your Account

- An Activation Link will be forwarded to your email address.
- If the email is not in your inbox, check your spam.
- If you have not received an email after one minute, click the Resend Activation Link button.



Activation Link Sent

We have sent an activation link to the email address:

training@pointandpay.com

Please click the link in that email to complete account activation.

(Be sure to check your spam or trash folders!)



Resend activation link

Back to home

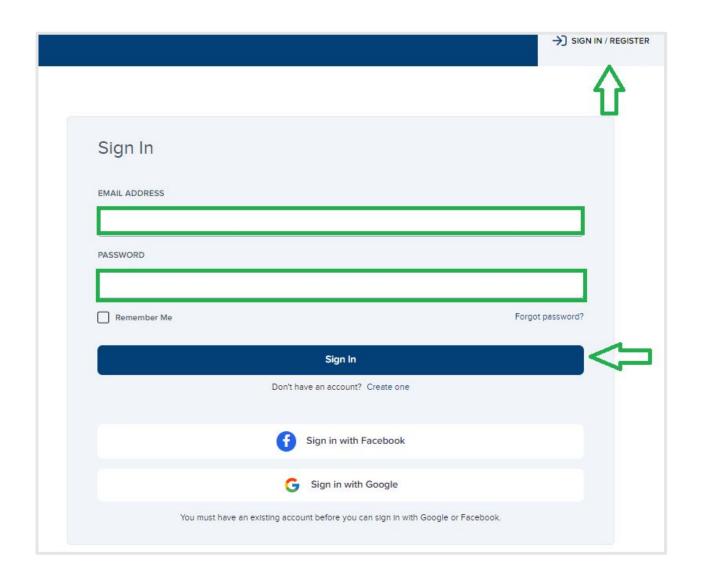
Log in to Your Account

To log in, visit the URL communicated to you by the ERB team. Sign in by using:

 Sign in/register option located top left of screen

OR

 Enter your email address and password in the highlighted fields and click on the blue
 Sign In button.

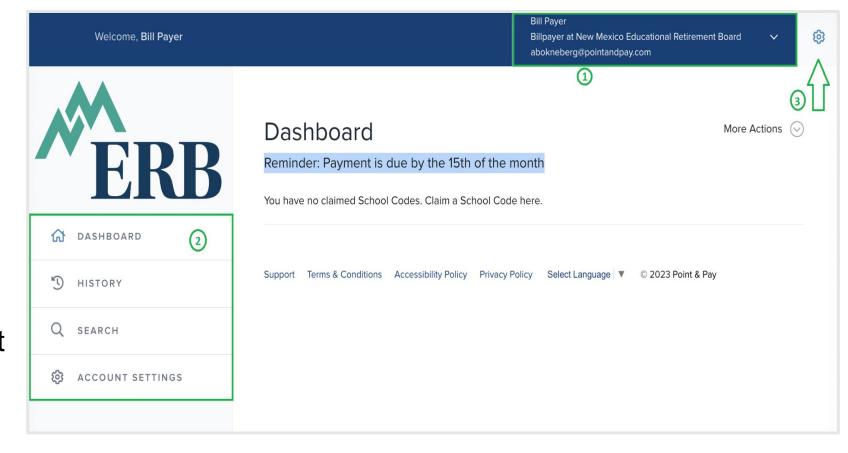


Your Dashboard

point pay

Dashboard Overview

- Your account information is located at the right of the top blue bar.
- 2. Your **Navigation Panel** is located along the left side of your dashboard.
- 3. Log out of your account by clicking on the **Gear Icon** at the very top right of your screen.

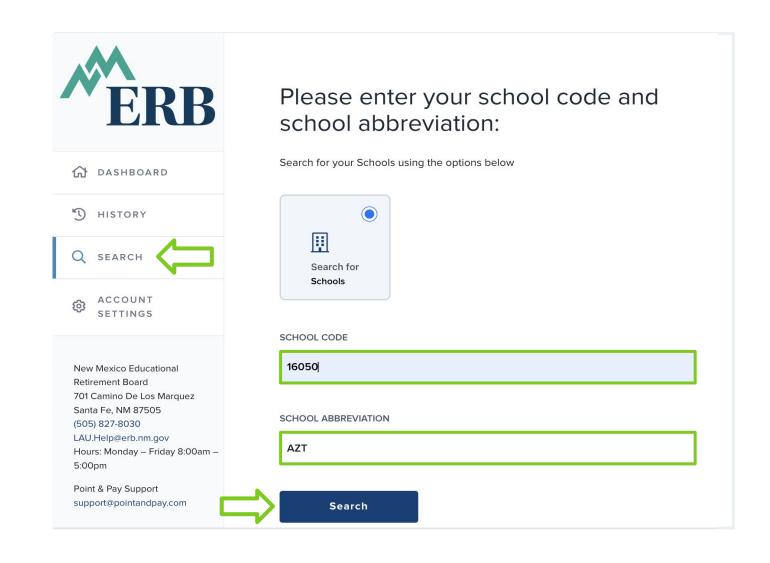


How to claim a school

point apay

Search For Schools

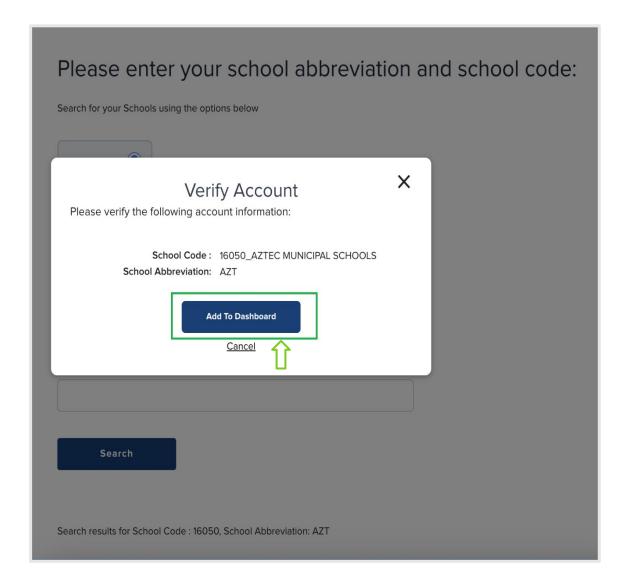
- Enter your School Code and your School Abbreviation in the applicable fields.
- Directly below the required fields, click the blue Search button to pull up your school account information.



Claim Your School

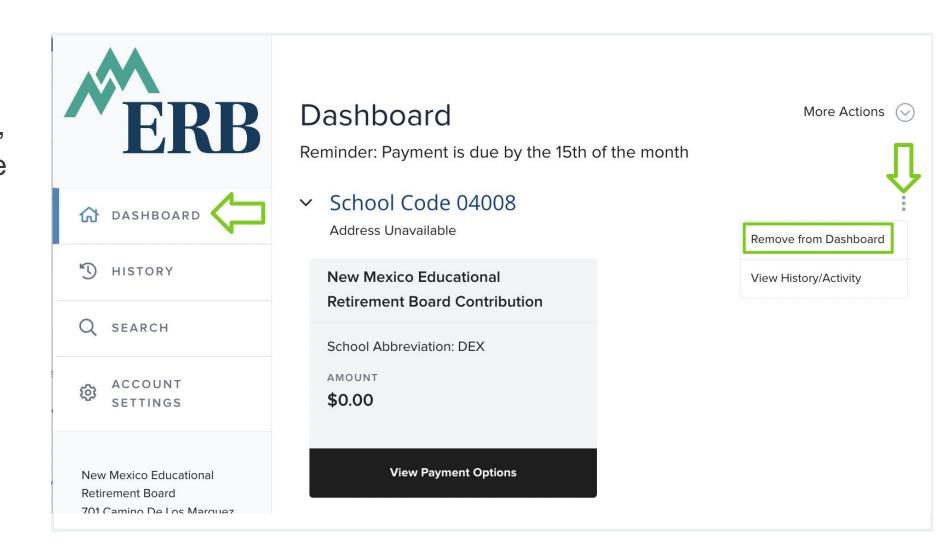
Your School Account Information will appear for your verification. (Ensure your pop up blocker is disabled.)

- Verify your School Account Information.
- If correct, click the blue Add to
 Dashboard button to add your School
 Account Information to your cart.
- If the School Account Information is incorrect, cancel and retry your search.



Remove Your Claimed School

- On your Dashboard, click the 3 dots to the top right of your screen.
- Click Remove from Dashboard on the drop down menu.

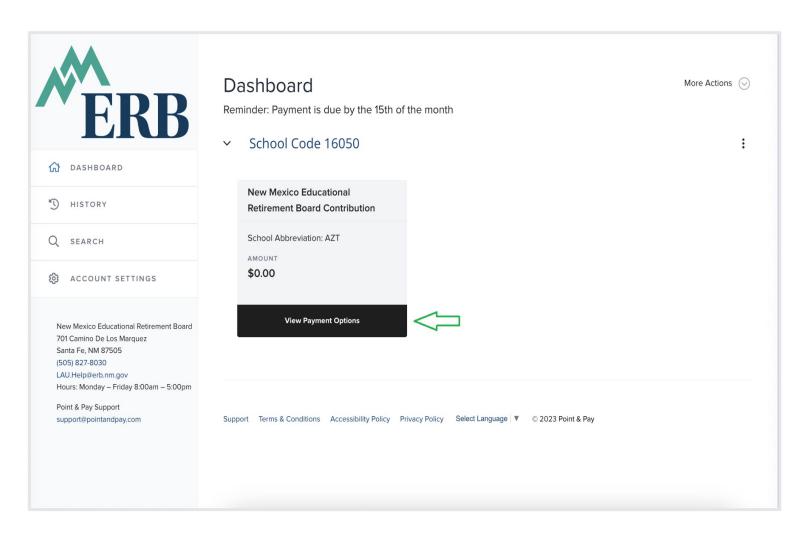


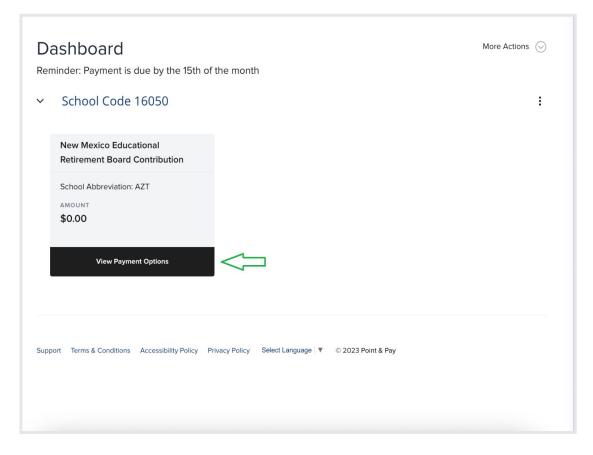
How to submit a contribution

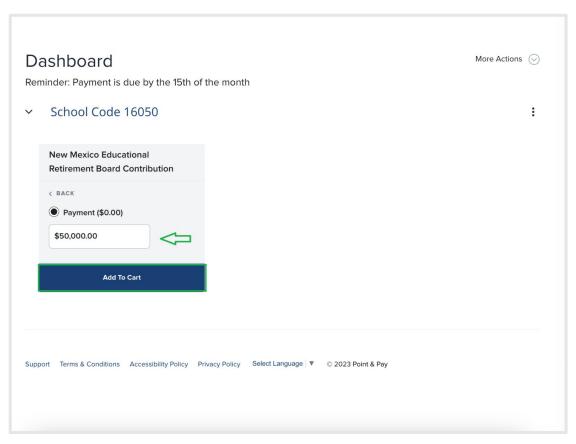
point pay

Once you have claimed your school, or added your school to your dashboard:

- Note the outstanding amount.
- Select the black View
 Payments Options button to proceed.







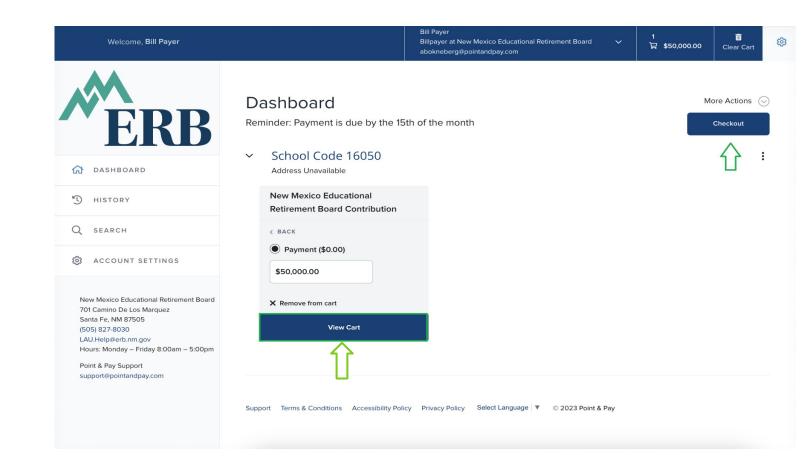
- Enter the contribution amount you intend to submit.
- Click the blue Add to Cart button to proceed.

Once the desired amount has been entered into the payment field:

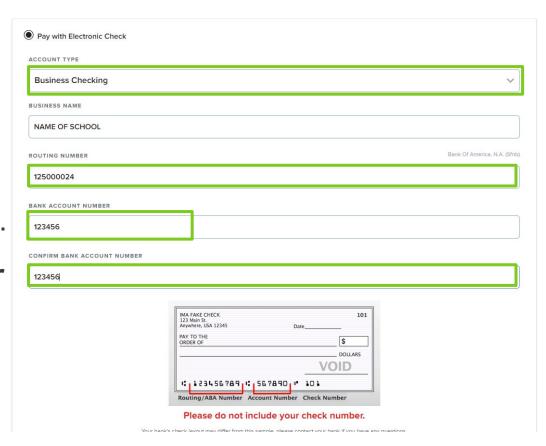
 Select the blue View Cart button for summary of the contribution.

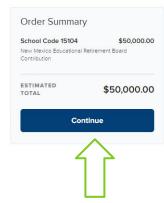
OR

 Click the blue Checkout button to proceed.



- Select your bank Account Type from the drop down menu.
- Enter your school name or business name you are making the contribution on behalf of.
- Enter your **Bank Routing Number**.
- Enter your Bank Account Number and re-enter to confirm.
- Once complete, click the continue button.

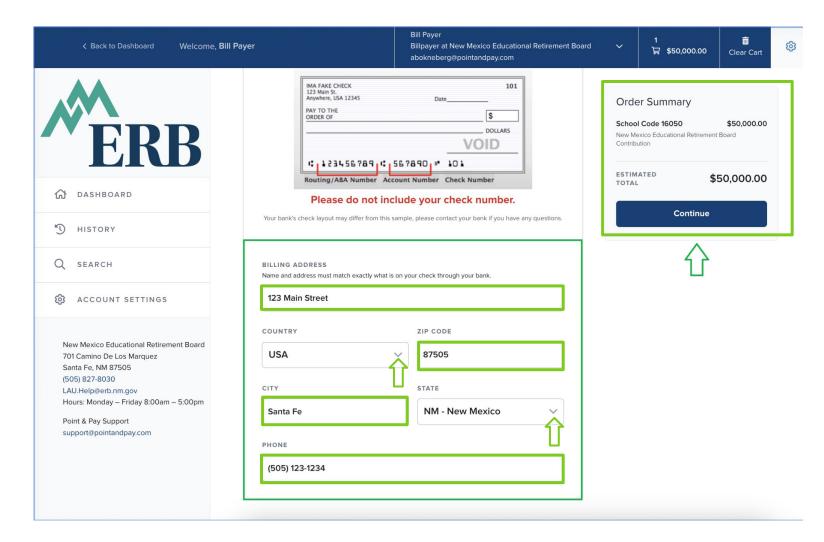




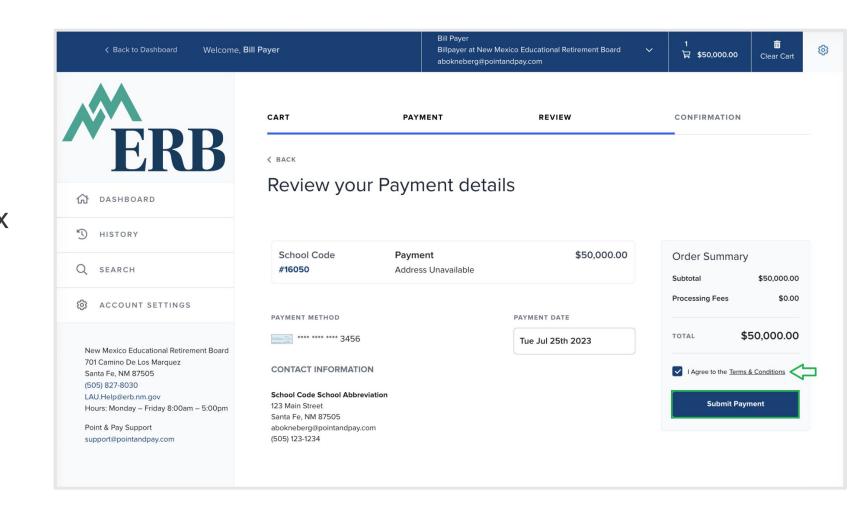
 Enter your bank account billing address as it appears on your check.

Quick tip: Enter your zip code and your city and state will auto populate.

 On the right of your screen, click the blue button and Continue to the next screen to review your payment details.

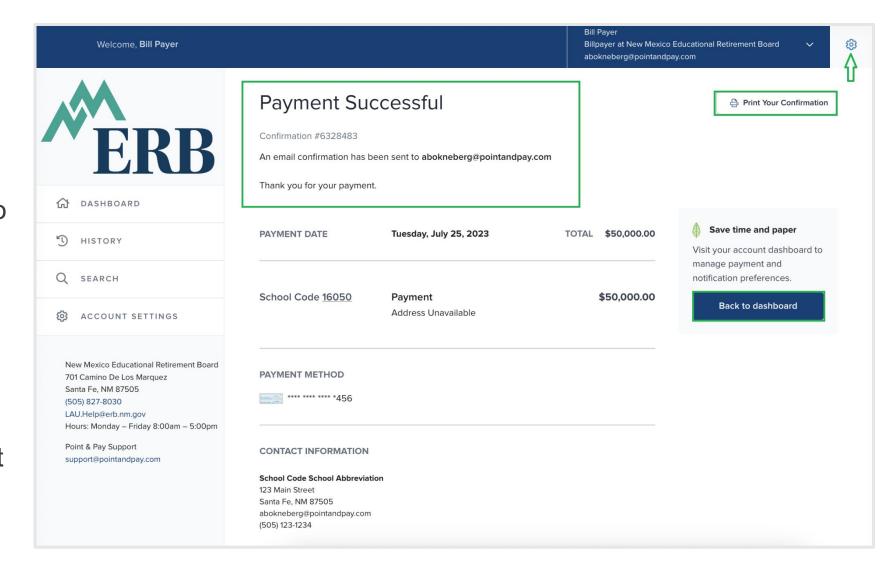


- Take a moment to review your payment details.
- To finalize your
 Contribution, check the box below your Order
 Summary if you agree to the Terms & Conditions.
- Click the blue Submit
 Payment directly below.





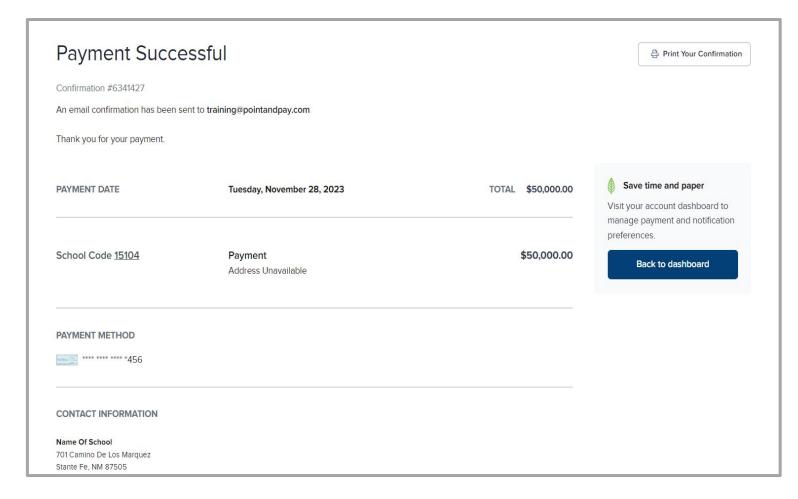
- Your Contribution details are displayed, and an email confirmation has been sent to your account email address.
- On this screen you also have the opportunity to Print Your Confirmation.
- Click the blue Back to
 Dashboard button, or log out
 by clicking the Gear Icon at
 the top right of your screen.



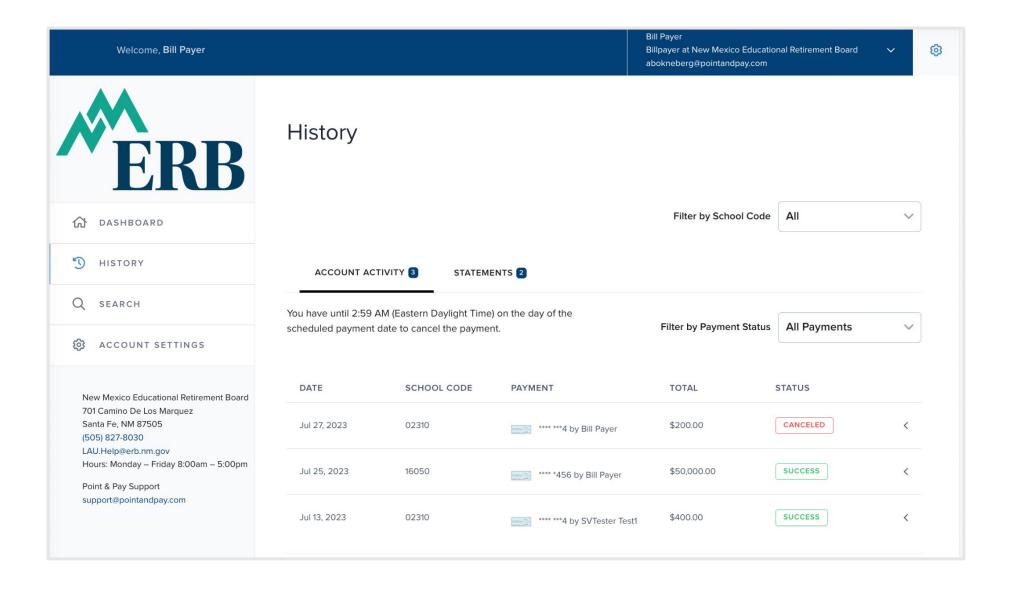
Payment Confirmation

Your emailed receipt includes:

- Confirmation Number
- School Code
- Payment Date
- Payment Amount
- Last 4 digits of your bank account number.



View Payment History



Reach Out for Help





- Refunds or returns
- Account queries
- Contribution errors

- **505.827.8030**
- LAU.Help@erb.nm.gov
- Weekdays 8 am 5 pm



- Registering / Signing In
- Submitting a contribution
- General technical assistance



- support@pointandpay.com
- Weekdays 8 am 6 pm



Thank your

point&pay