



Team Pomelo PTA is using the Pay 4 School Stuff to accept payments online.

To create a new P4SS account

- Click the Pay4SchoolStuff link on the Team Pomelo website (www.teampomelo.org) , or go directly to Pay4SchoolStuff.com
- Fill out the “Parent Sign Up” Input your name, email address, password, phone number, and address.
- Read and agree to the terms of use and click “Sign up”.
- Check your email to find the activation link & access the link
- Log into your account, click the green “LOGIN” at bottom right hand corner.
- You will then be instructed to enter the name(s) of your kids. Each child needs to be input separately.
- Find school by selecting State, County (Los Angeles) and School Name (Pomelo Elementary School)
- Select your child’s GRADE and TEACHER; Click “SUBMIT”

To purchase an item / make a donation

- Log into your account and select the child you are purchasing for
- Select the Item Category for the item you would like to purchase (“1_Panther Fund” option for Panther Fund donations)
- For Panther Fund, there are several payment options:
 - If you choose a one time payment option, click on the Select box for your item.
 - If you choose a payment plan option, click “Subscribe” box and enter the number of payments where indicated.
- Click “Add to Cart” at the bottom of the screen and proceed to check out.

After you make a payment

- An email detailing your purchase will be sent to your registered email address.
- Allow emails from info@pay4schoolstuff.com.
- Charges for items purchased through the site will appear as "Pay for School" on your card statement.

Need a tax receipt for your donation or list of what you’ve purchased

- Log into your account
- Go to "Parent Options/Generate Reports". Here you can see your account activity based on date ranges or by selected item(s). Reports can be printed or exported to Excel.

Any questions? Contact: p4ss@teampomelo.org