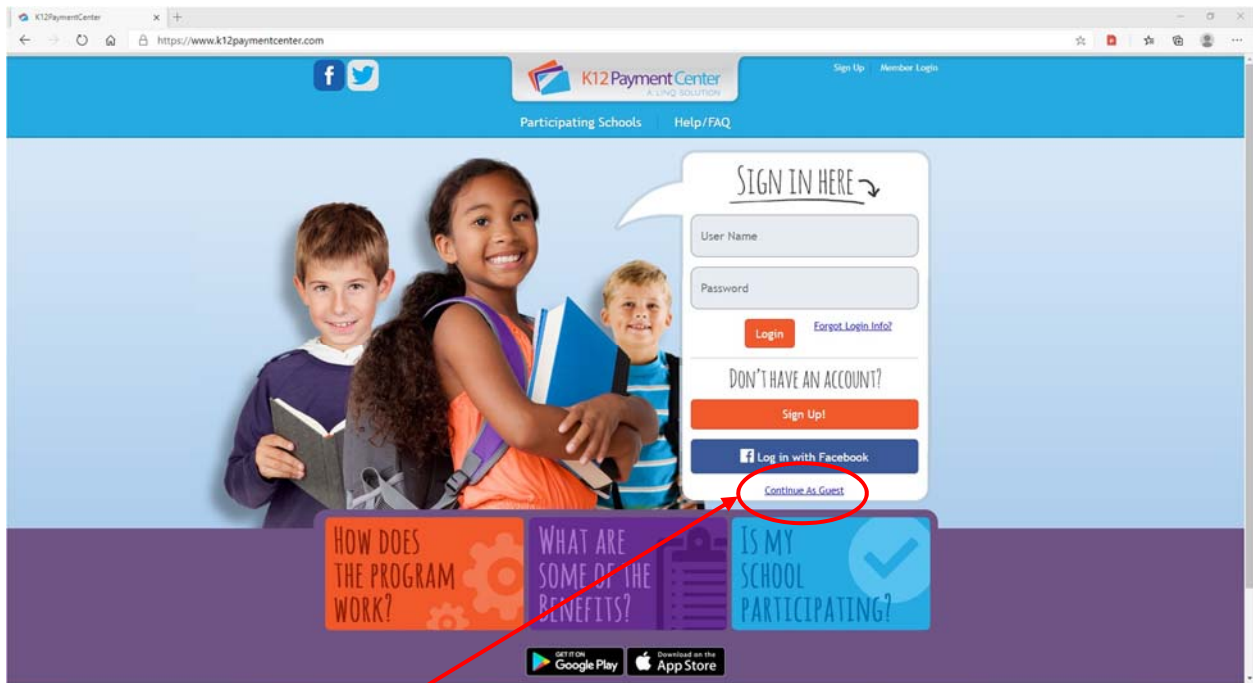
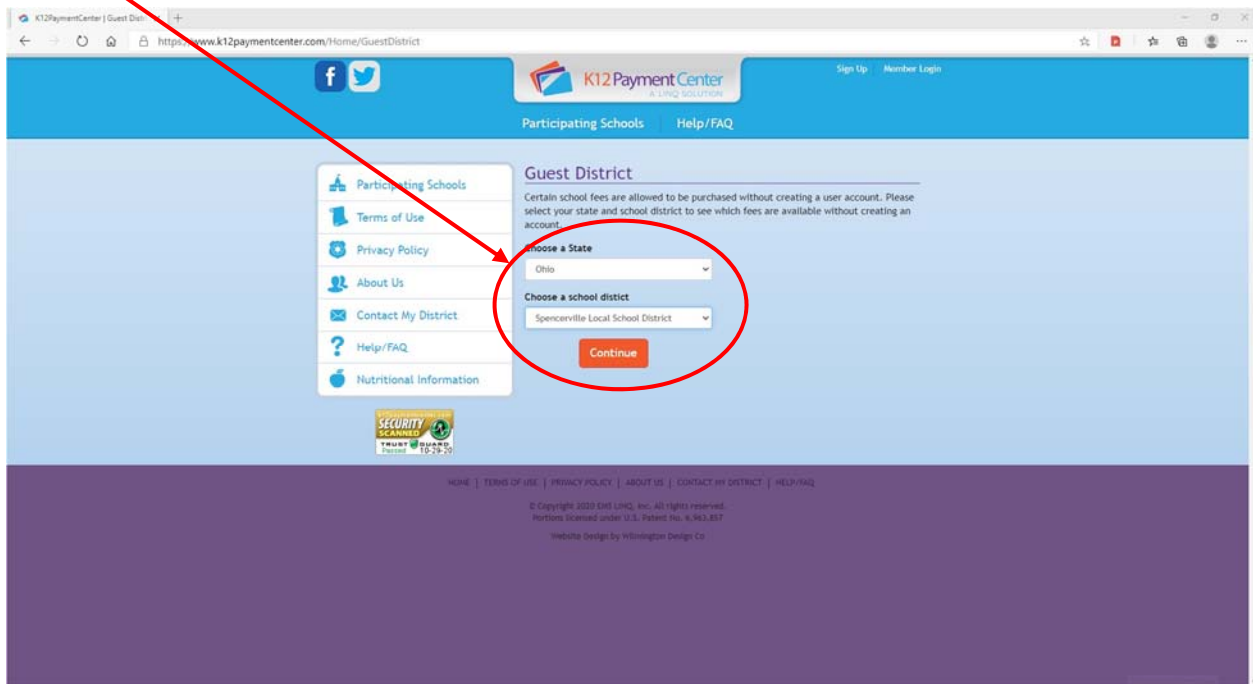


ED FOUNDATION DONATION

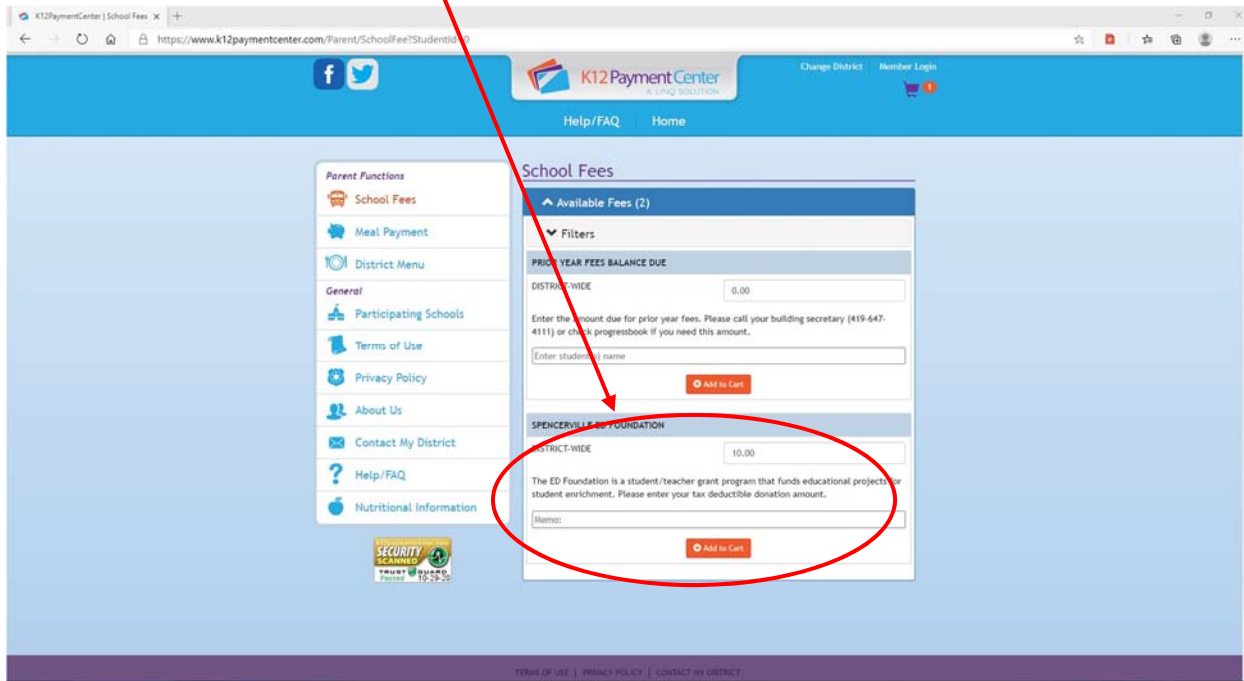
1. Go to <https://www.k12paymentcenter.com>



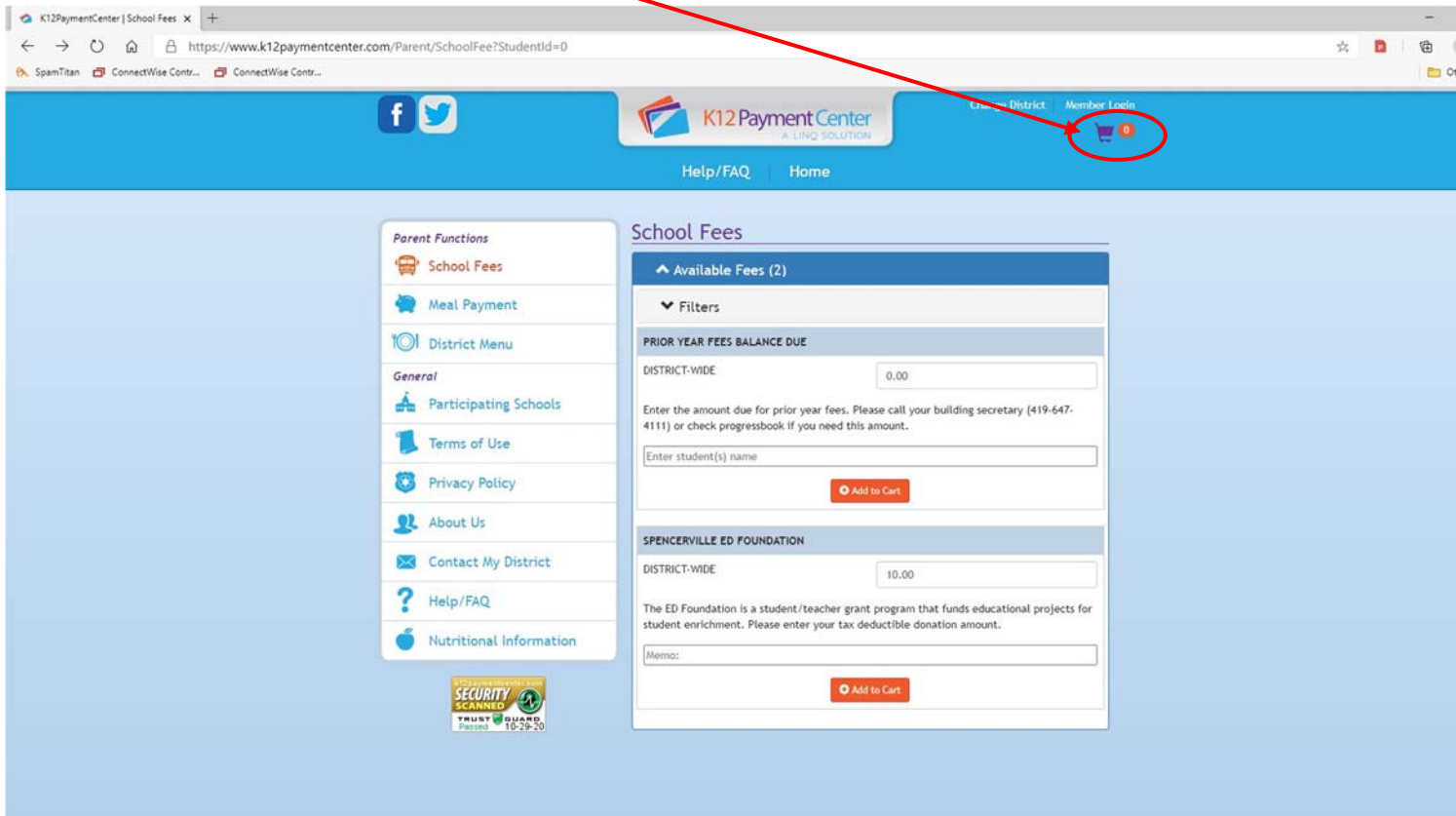
2. Click on Continue As Guest.
3. Click on Choose a State (Select Ohio), Click on Choose a school district (Select Spencerville Local School District), Click Continue



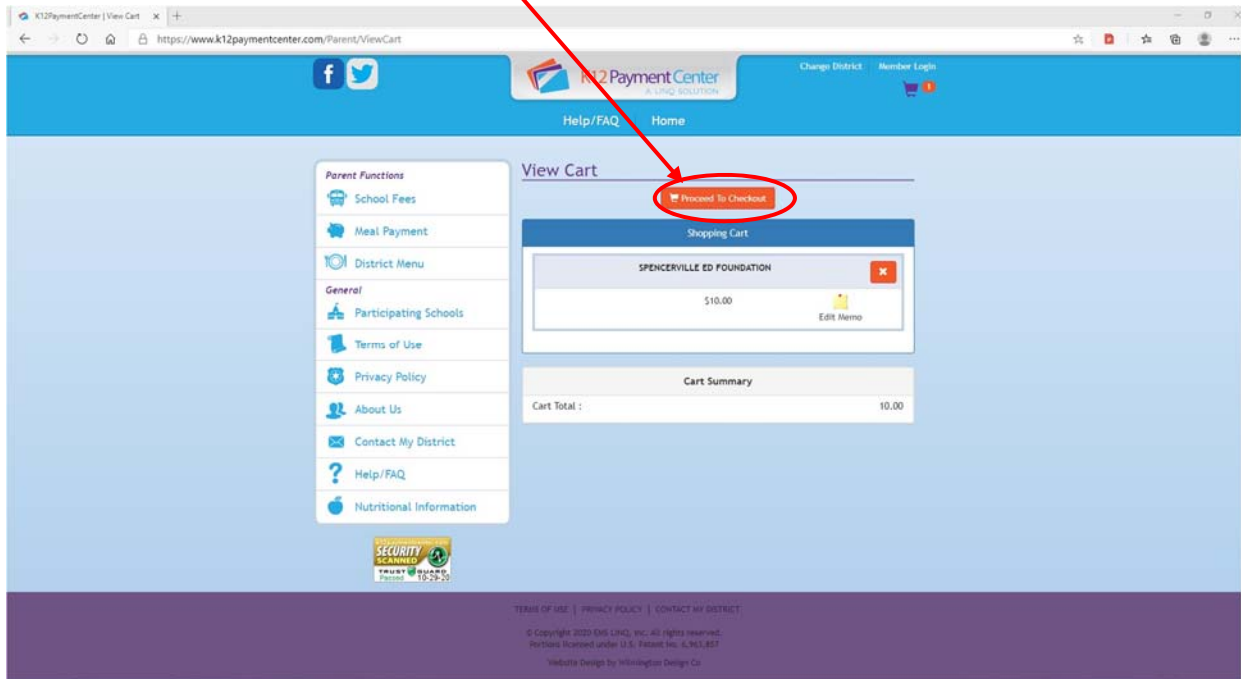
4. Under Available Fees you will see SPENCERVILLE ED FOUNDATION, Enter the amount of your donation, Enter a memo description if you want. Click Add to Cart



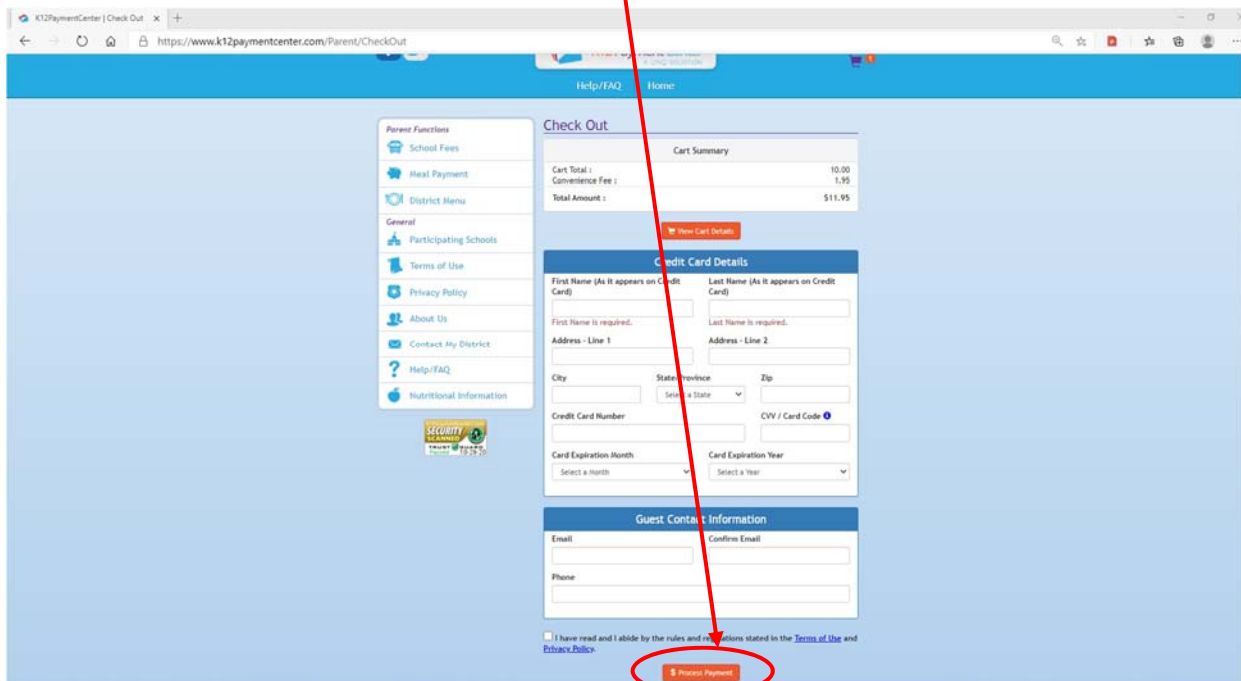
5. To complete the process, click on the cart



6. Verify your amount, Click Proceed to Checkout



7. Enter your credit card information and click Process Payment.



8. Note there will be a credit card convenience fee added to your transaction.
- a. transactions totaling \$0 - \$100, flat fee of \$1.95
 - b. transactions over \$100, flat fee of 2.99%
 - c. electronic check or ACH, flat fee of \$0.95 no matter the amount