



**Payment Instructions:
Dues, Party Money, and Direct Contributions**

Please see below for instructions on how to pay your membership dues, party money, and direct contributions. Thank you for joining and supporting the Mountainside NJ PTO!

Step 1: Visit <https://www.mountainsidenjpto.ptoffice.com/> and click 'Dues and Donations'.

Step 2: Click 'View Store' located under the Actions column.

Step 3: Click 'View' located next to PTO Membership Dues. Enter the quantity (\$7 for EACH parent or guardian) and click 'Add to Cart'.

Step 4: Click 'View' located next to Party Money. Enter the quantity of children in the household (\$10 for EACH child – mandatory please) and click 'Add to Cart'.

Step 5: Click 'View' located next to Direct Contribution. Enter the quantity of children in the household (\$25 for EACH child) and click 'Add to Cart'.

Step 6: Click 'View' located next to Additional Contribution (\$20 Silver, \$30 Gold, or \$50 or more Platinum) if you would like to contribute additional money and click 'Add to Cart'. (You will be asked at checkout if you agree to have your name published in the directory as a Silver, Gold, or Platinum Donor. Type YES or NO at checkout.)

Step 7: Click 'View Cart' or 'Checkout' to review your selections. Select 'Credit Card' (PayPal). If preferred, you can use the provided envelope to send in a check or cash.

Step 8: Click 'Pay Now'. If you selected Credit Card, PayPal will open to complete the checkout process.

Step 9: If you selected check or cash at Checkout, please return your PTO Membership Dues, Party Money, and Direct Contributions to your homeroom teacher via the provided envelope.

Payment Deadline: Thursday, September 20th 2018