

Community Pass

The Wayne School District has approved the use of the Community Pass on-line payment system as the District's primary form of payment for all student trips, fees, dues, etc. **NO** cash or checks should be submitted to the school.

Please note that if you are not able to make payments via **credit** or **debit** card (*Visa, Mastercard or Discover*) through the Community Pass system, contact Julie Lisella at the Wayne Township Business Office: jlisella@wayneschools.com Payment can be made in person or mailed to the Business office, 50 Nellis Drive, Wayne, NJ, 07470. Please include all information for payment, Name, address, grade and school of student, trip date and destination, sizes and quantities, etc. Cash must be the exact amount if paying in person. No change is available.

Below are the directions for use of the Community Pass system:

1. Log into www.wayneschools.com
2. Go to parents (left side) click on *Student Activity Payment* or click on *Quick Links* on the top left of screen and then choose *Student Activity Payment*.
3. Log in –
 - A. If you are NEW to the Wayne School District- Click create your account now and follow prompts.
 - B. If you have student(s) in the Wayne School District- You have an account. Please do not create another account. Each family has an account that was created in 2013-2014.

*If you do not have or do not remember your password and cannot reset it,
Email jlisella@wayneschools.com and provide your **last name** and **mailing address**.
Your account will be reset and you will receive an email with your login and password.*

To register for a Program /Make Payment

1. Click the rectangle on the left CLICK TO VIEW PAYMENT OPTIONS
2. Choose the activity
3. Confirm your information edit if needed/continue
4. Verify Email address- edit if needed/ continue
5. Choose student to be registered/ continue
6. Confirm SCHOOL and GRADE are correctly displayed, edit if needed/ continue
7. Click the box next to the activity that you are registering for/ continue
8. Click credit card/ continue
9. Enter credit card information, also confirm address, etc.
10. Click complete transaction