PIMA UNIFIED SCHOOL DISTRICT

ONLINE PAYMENT INSTRUCTIONS

1. Go to www.skookii.com or download the SKOOKII app –

2. Select **JOIN NOW**.

3. Set up an account with name and email address and a password

4. It will automatically go to Add Student page. You will add your first student and select **Pima Unified School District**. If Pima Junior High School or Pima Elementary School comes up in the drop down, please do NOT select those.

5. Continue adding all your students and selecting Pima Unified School District as the school. If you want to pay fees immediately, exit the app and then open it back up and this will allow the icons to populate.

6. When you are ready to pay a fee go to "Pay Now" and you will be able to see the items to choose from. You will select the item you want to pay on. There will be a drop-down with the student so you can select the student you want to pay on. If paying multiple items/multiple students, select "add more" and it will allow you to add another item to pay and/or another student. Once you are ready to pay, select "pay now". You will set up your debit/credit or checking account information. *

   *FOR TAX CREDIT PAYMENTS: If you would like to pay participation fees or donations as a tax credit you need to be on a desktop computer and not the app, where it will allow you to type in "tax credit" in the comments section. You **MUST** type in tax credit in the comments before paying.

   *Fees: There are small fees associated with SKOOKII:
   - Each ACH transaction is $0.30 plus a 1% charge – a $100 payment would cost $1.30
   - Each debit/credit transaction is $0.30 plus a 3% charge – a $100 payment would cost $3.30.

   *Profile settings – if you would like to keep your profile private, please go to "edit profile" and select "invisible to everyone."