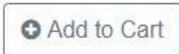
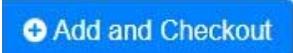


## How to Navigate the NEW LTHS ePAY Website:



1. Go to [www.lths.org](http://www.lths.org)
2. Click on the word 
3. Click on 
4. Click 
5. Enter the first student's information:
  - a. Student ID: Student's 9 digit ID number that begins with 2050
  - b. Student's First Name
  - c. Student's Last Name
  - d. Parent's/Guardian's Name
  - e. Student's Grade
6. Click on the first item you want to pay, for example, Registration Fee. Clicking the word will expand the section.
7. Select what you want to pay, for example, Current Year Registration Fee - \$315.00.
8. To pay for additional items for the same student, click on the next item to expand it and select what you want to pay for that student, for example, Yearbook.
9. Click the  to add more of the same item, for example, under P.E. Uniform if you need a shirt and shorts, first select one and then click the plus sign to select the second item under P.E. Uniform.
10. As you select more items the Total Selected box on the bottom of the page increases. Once you are done selecting all the items you want to pay for the first student, click either Add to Cart if you will be paying fees for another student at the same time or Add and Checkout   if you are done.
11. If you need to pay for a second student, after you have added all of the items for the first student, the Student Information section clears so you may enter the information for the second student. Repeat steps 5-10 for the second student.
12. After you have added all the items for all your students to your cart, click either Add and Checkout at the bottom of the page or Payment Information at the top of the page to continue.  
13. Enter your email address and click Next Step: Add Payment Method. A transaction receipt will be emailed to the address you enter.
14. Enter your credit card information or if you prefer to pay by eCheck then enter your bank account information. All major credit cards are accepted. Click Next Step: Review Payment to continue.    
15. Click the checkbox that says "I agree to the Payment Terms of Service and authorize this payment."
16. Click 
17. You will get a confirmation on the screen that the transaction was successful.