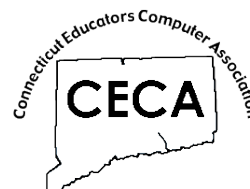


# CECA

Connecticut Educators Computer Association  
PO Box 31  
Bethlehem, CT 06751-0031



[www.CECA-CT.org](http://www.CECA-CT.org)

## 4 Ways of Making Payments to CECA

### 1. Pay online with credit card or electronic check using *PaySchools*.

- Complete the Online Registration Form.

Follow the link to PaySchools. (For details on PaySchools, see next page.)

- Add Conference Fee OR Membership Fee to the shopping cart.
- Make the Online Payment using your checking account routing number and account number,  
OR
- Make the Online Payment using VISA, MasterCard, or Discover Card.

### 2. Pay by personal check.

- Complete the Online Registration Form.
- Include your CECA ID# on the check,  
OR
- Include a copy of the Registration Form with the check.
- Make the check payable to CECA.
- Mail the check to CECA, PO Box 31, Bethlehem, CT 06751-0031.

### 3. Pay using a School District Purchase Order.

- Complete the Online Registration Form.
- Include names of Registrants on the Purchase Order,  
OR
- Include a copy of the Registration Form(s) with the Purchase Order.
- Make the Purchase Order payable to CECA.
- Fax Purchase Order and Form(s) to 860.274.5633.  
OR
- Mail Purchase Order and Form(s) to CECA
  - Only signed, authorized purchase orders will be accepted
  - NO internal requests for purchases (requisition forms) will be accepted.

### 4. Pay using a School District Check.

- Complete the Online Registration Form.
- Include your CECA ID# on the check,  
OR
- Include a copy of the Registration Form with the Check.
- Make the Check payable to CECA.
- Mail the Check and Form(s) to CECA, PO Box 31, Bethlehem, CT 06751-0031.



Use PaySchools Online Payment Processing System secure website to pay online with credit card or electronic check.

1. Create an online account using the PaySchools secure site.
2. Place items in your shopping cart.
3. If paying for more than one registrant, create each registrant as a “student” and assign one registration fee to each “student”. Otherwise, when asked to assign items to a student, simply click "Assign Items".

Applies To	Item Name	Price	Quantity
Not For A Student ▾	[Shipping and Handling - Media Mail]	\$3.18	1
Not For A Student ▾	101 Best Web Sites for Teachers Tools	\$17.07	1

←

4. Checkout and enter either:
  - a. Credit card info, or
  - b. Checking account number and routing number.

### **About PaySchools and CECA**

PaySchools, primarily designed for schools, is a nonprofit online payment service sponsored by the National School Boards Association. PaySchools has agreed to collect dues, fees, and other payments for CECA.

Neither PaySchools nor CECA will store your account information. This is passed directly to the bank handling the transaction.

The PaySchools shopping cart is not connected to the CECA online Registration Form.

Therefore, you must:

1. Complete a CECA online Registration Form
- AND
2. Select items in the PaySchools shopping cart.

### **How PaySchools Works**

Access our online payment processing system from CECA’s Web site at [www.ceca-ct.org](http://www.ceca-ct.org).

The first time you access PaySchools, you will be asked to create a username and password. After you login, simply select the item(s) you wish to purchase then choose to pay by e-check or credit card. To pay by e-check (directly debiting your bank account), you will enter your bank’s ABA routing number and personal bank account number. To make your purchase by credit card, enter the account number and expiration date for your VISA, MasterCard or Discover credit card. After you complete your purchase, an e-mail confirmation and receipt will immediately be sent to you. PaySchools uses “Secure Sockets Layer” (SSL) software, requires passwords throughout the program, and **does not store personal bank or credit card information to ensure privacy and security for users.**

### **Benefits For You:**

- Easy and convenient online access to pay fees 24 hours a day, 7 days a week,
- No need to mail checks,
- Ability to view account history of purchases, and
- Assurance of private and secure transmissions.