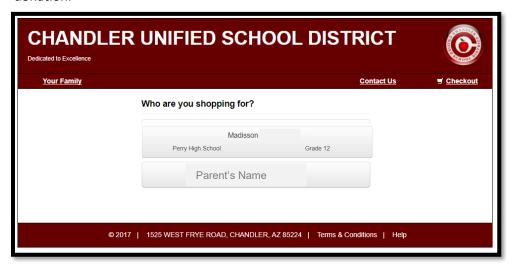
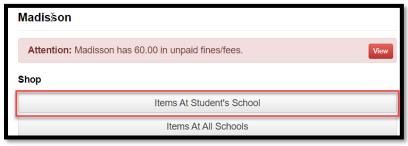
## Athletic ECA Fee Payment and Tax Credit Donation Instructions Non-Cut Sports

1. Upon clicking the InTouch Fee Payments link in Infinite Campus, you will see a screen similar to the one below listing all of your children and yourself. Click on the student for which you want to make a fee payment or donation.



2. Click the button for "Items at Student's School" to go to the Participation Fees page.



3. Click Participation Fees link and then the Athletic ECA Fees link will appear.

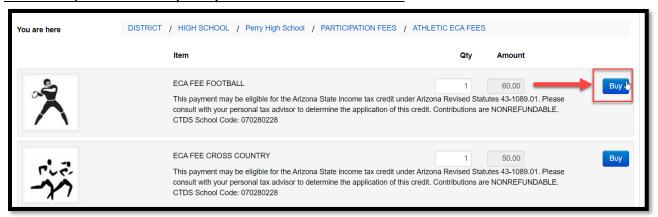


4. Click the Athletic ECA Fees link to see all the available ECA fees for non-cut sports.



5. Select the "Buy" button for the participation fee you need to pay for to add the item to your shopping cart.

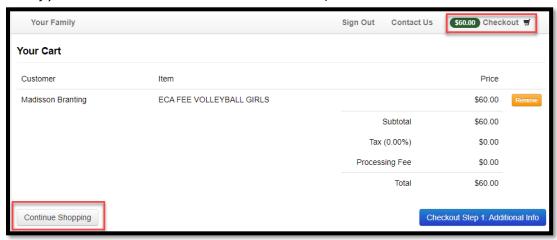
Please note, all athletic ECA participation fees are non-refundable.



6. Click the "Checkout" button in the upper right hand corner of the screen.



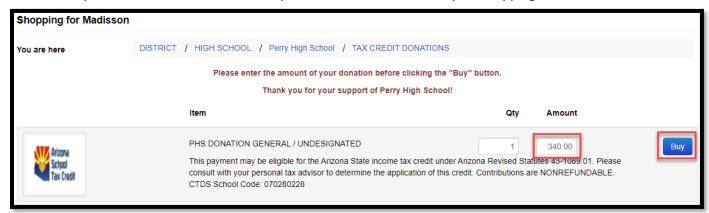
7. Now, that the fee has been added to your cart you can make a tax credit donation by clicking the "Continue Shopping" button. Otherwise, you can click the blue "Checkout" button to complete your payment (*skip to step 11 if you do not want to make a tax credit donation*).



8. Select the link for "Tax Credit Donations" from the available options.



9. Select the extra-curricular activity you would like to support with your tax credit donation and enter the dollar amount of your donation. Click the blue "Buy" button to add the item to your shopping cart.



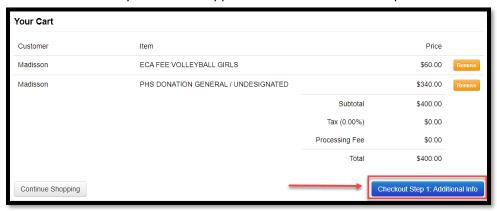
A tax credit is a dollar-for-dollar reduction in the actual tax owed. Qualifying contributions (up to \$200 for individuals and up to \$400 for married couples filling jointly) can be claimed on personal Arizona income taxes to reduce the amount owed or increase the refund amount.

Please note: If a tax credit donation is made and other ECA fees are assigned to your student's account in the future, tax credit donations can only be applied to tax credit eligible fee payments within the <u>same school year</u>. Class fees, instrument rental fees, lost/damaged book fines, event tickets, ID replacement fees and PE uniforms fees are not tax-credit eligible.

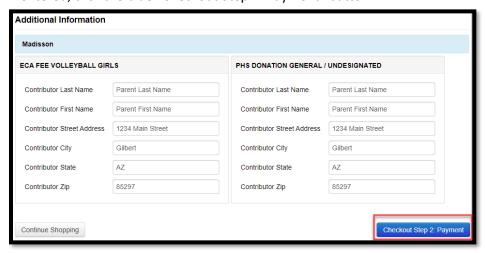
10. Click the shopping cart "Checkout" link when you are ready to pay.



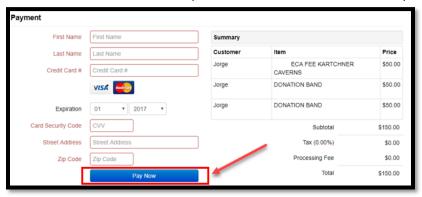
11. The list of items in your cart will appear. Click the "Checkout Step 1: Additional Info" button to proceed.



12. On the next screen you will be required to enter additional information for any tax credit eligible items. <u>The information you input on this screen will be used on your official tax credit receipt.</u> Once the information is entered, click the blue "Checkout Step 2: Payment" button.



13. Enter the information in the required fields and select the blue "Pay Now" button when complete.



14. A receipt will generate that you can print, email or save as a PDF.

Thank you for your support!