



Mountain Sage Community School

Attention Families...

we are now taking Payments Online!

Make payments online at www.MountainSage.org:

- Click My MSCS
- Choose Payment Portal

Pay online using:

- Credit Card
- Debit Card
- eCheck
- 3.61% service fee is applied

Payments can still be made with:

- Cash – Drop off at Mountain Sage Community School's front desk
- Check – Mail to 2310 E. Prospect Dr. Suite A, Fort Collins, CO 80525

Student Fee Payments:

- Supply Fee K-8
- Supply Fee Homeschool
- Club Fees
- Field Trips
- Currently accepting online payments for 2020/21 and late payments for 2019/20
- Payments plan options of \$25, \$50, or \$125 increments are available
- Fees are due in full by May 1st of each school year
- Invoices for student fees will no longer be emailed to families

Donations also accepted!

Student Fees



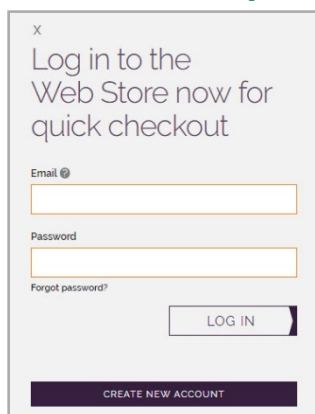
Donations



Follow these Easy Steps to Pay Online!

- Go to www.MountainSage.org
- Click on My MSCS and choose Payment Portal
- Add all your items to the shopping cart
- Click Checkout
- Log in or create your new personal Web Store Account

Account set-up and Payment information:



Log in to the Web Store now for quick checkout

Email

Password

[Forgot password?](#)

Create New Account-
-enter email
-create a password



ECHECK

Add an eCheck for a *quicker* checkout experience

Routing number*

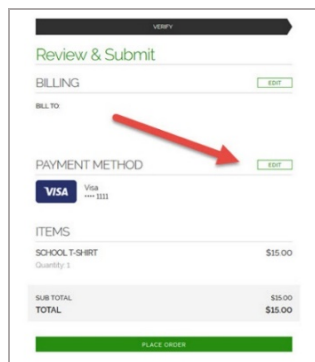
Account number* Re-enter account number*

Name on Account* No. Name

Routing Number Account Number Check Number

To add an eCheck-
-stay on this screen
-enter billing information
-select Add eCheck

To add a Credit or Debit card-
-select Use Debit/Credit
-add card info
-enter billing and payment information



Review & Submit

BILLING

BILL TO

PAYMENT METHOD

ITEMS

SCHOOL T-SHIRT	\$15.00
Quantity: 1	
SUB TOTAL	\$15.00
TOTAL	\$15.00

If you are a returning customer and wish to add a different Payment Method, click on the Edit tab.

Verify information for accuracy and Click Place Order.

When your payment is processed, a receipt can be viewed and printed, and will also be sent automatically to the email address provided. Receipts are stored and can be viewed any time in your account settings.

Questions? Please email our Business Manager, Amanda Griffith, agriffith@mountainsage.org.