

JICS Online Payment Guide

Step 1 – Open the James Irwin web site

1. Point your web browser to www.jamesirwin.org

Step 2 – Access the Pay Online web page

1. Find the “Pay Online” button in the middle of the main page, and click it.

Step 3 – Read online payment information

1. Read the page that contains information on how to pay online.

Step 4 – Make a Payment

1. From the links on the right side of the Online Payment Information page, choose which item you would like to make a payment for.

Step 5 – Fill out the form

1. On the new page that comes up, fill out the form with the correct information. Be sure to enter the Student ID # for which you are paying, your information and the payment method.
2. Click “Make Payment”