**How to make an Online Graduation/ Cap & Gown order payment at JOSTENS**

**These online payment instructions are for orders placed on the official Jostens Order form distributed in a packet at school. (To ORDER Grad items online, you must create an account first at Jostens.com)**

**Go to Payments Website:** [**http://www.payments.jostens.com**](http://www.payments.jostens.com)

*Enter the Order or School ID and Passcode that was emailed to the address on your order.*

**If you don’t have this, go to the “Lookup Your Order”**

ENTER CITY: Clarksville -- ENTER STATE CODE: TN

SCROLL to select your school: KENWOOD HIGH

ENTER Student Last Name -- ENTER Student First Initial

ENTER the email address that was listed on your order form – parent’s or student’s.

NOTE: if you can’t provide the correct email, you will have to contact the Jostens Rep. directly)

You should see your invoice with your order date, receipt, and customer ID. Your complete order is listed along with any payments and balance due.

**Click on “Make a Payment”**