

2023 SEASON TICKET RENEWALS: ONLINE INSTRUCTION GUIDE

Type **secure.payk12.com** in your web browser.

*You cannot renew in the app. You must go to the website.



Scroll down to the bottom of the screen and click **Login** under the Ticketholders' options.



Resources

Privacy

Contact Us

Ticketholders

Cart 0

Login

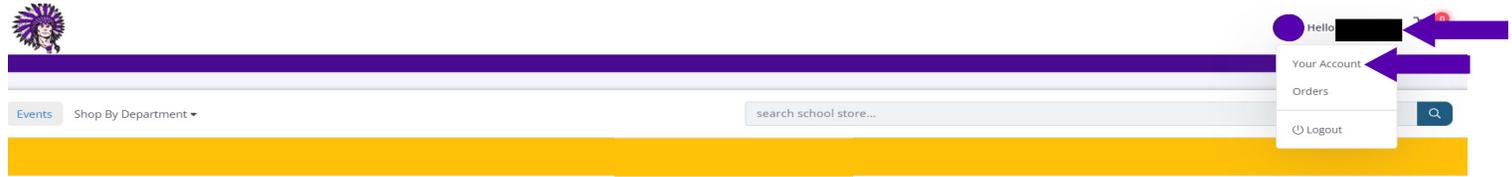
Enter your **email address** and **password**.

Click **Login**.

If you forgot your password, click the Forgot Password button to have a new password set.

The screenshot shows the PAYK12 login page. The logo "PAYK12 Powered By ticketracker" is at the top. Below the logo is the text "Login to your Account". There are two input fields: "Email Address *" and "Enter Password *", both with red asterisks indicating required fields. Below the input fields is a link for "Forgot Password?". At the bottom is a blue "Login" button with a white lock icon.

On the home screen, click **Hello YourName** in the top righthand corner.

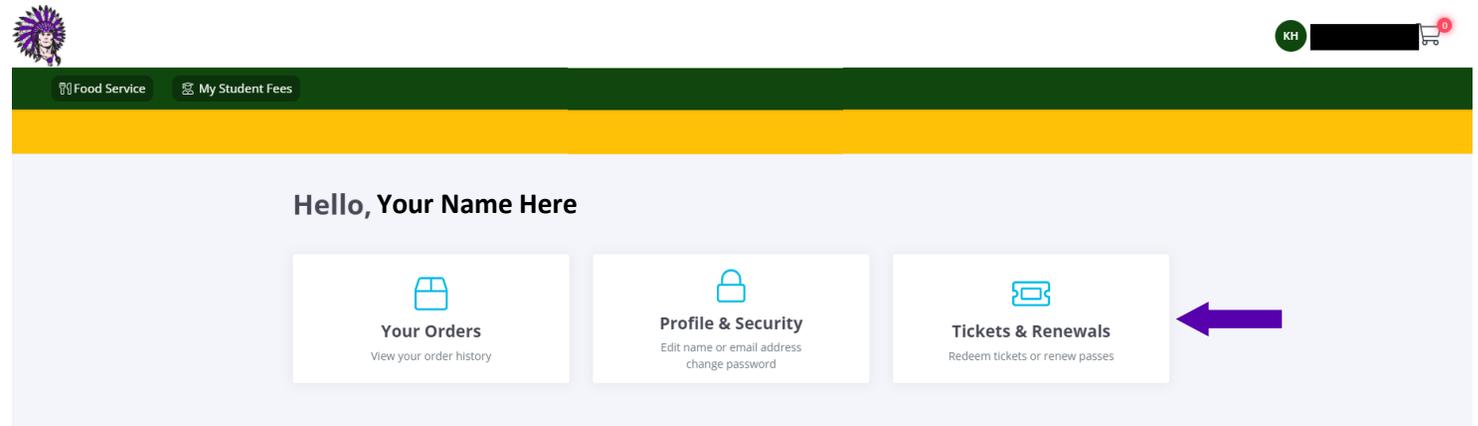


Select **Your Account** from the dropdown box.

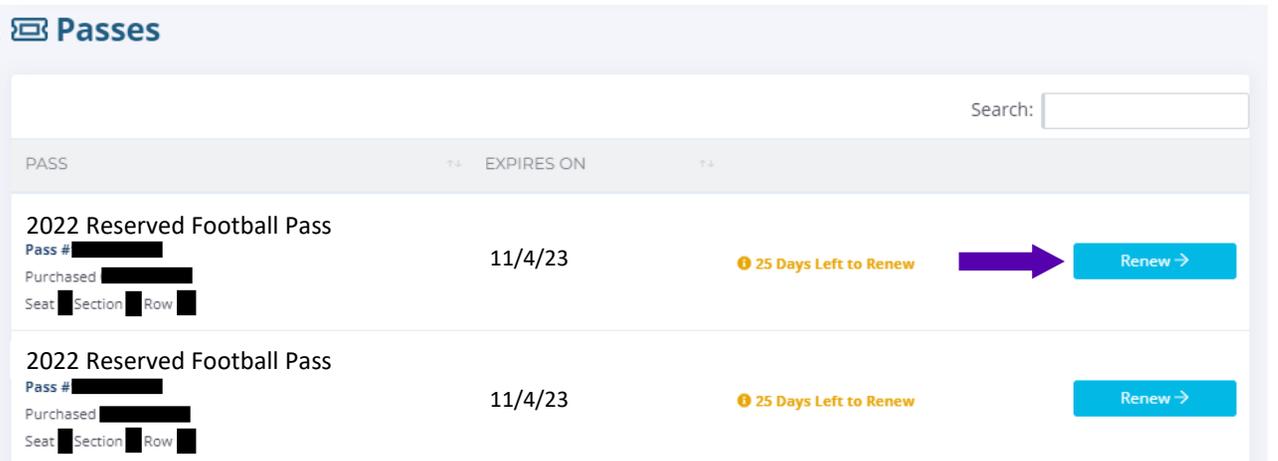
*You will not see any tickets listed here on the main page.

*You must click **Hello YourName** then **Your Account** to renew/view tickets.

Click the **Tickets & Renewals** box.



Scroll down to the **Passes** section.



If you're using a computer...

Click the blue **Renew** box next to your first 2022 Reserved Football pass.

If you're using your phone or tablet...

Tap the **+** sign on your first pass listed. The blue Renew box will appear. Tap **Renew** next to your first 2022 Reserved Football pass.

*Passes will be listed as "2022" because you are renewing the seats you owned for the 2022 season.

Click **Keep Shopping**, then **Renew** on each of your remaining passes.
Continue until all passes have been renewed/added to your cart.

*The passes will be listed as “2023 Reserved Football Pass” as they are added to your Shopping Cart.

Click **Checkout Now** or click on the shopping cart icon in the top righthand corner when all passes have been renewed.

Added to Cart! ×

Added Item to Cart:
2023 Reserved Football Pass
\$25.00

Items in cart 1

Subtotal \$25.00

[Keep Shopping](#) [Checkout Now →](#)

Review your cart to verify all tickets are listed.

Click **Checkout Now**.

There is a time limit to check out. You will see the time counting down on the orange clock.

Your Cart: 2 items

Port Neches Groves High School ⓘ

Goods & Tickets

| | | | | |
|--|---|--|---------|----------------|
|  | 2023 Reserved Football Pass Reserved for 13:58 | Section: [REDACTED] Row: [REDACTED] Seat: [REDACTED] | \$25.00 | × |
|  | 2023 Reserved Football Pass Reserved for 14:03 | Section: [REDACTED] Row: [REDACTED] Seat: [REDACTED] | \$25.00 | × |

CART SUMMARY

Port Neches Groves High School \$50.00

Subtotal (2 items) \$50.00

[CHECKOUT NOW >](#)

Enter your **Payment Method (Card Information and Billing Address)**.

Click **Checkout Now**.

Enter Payment Method

One or more items in your cart are reserved for a limited time

CART SUMMARY

Port Neches Groves High School \$50.00

Subtotal (2 items) \$50.00

[CHECKOUT NOW >](#)

Card Information

NAME ON CARD *

CARD NUMBER *

Expiration Date

MONTH * YEAR * CVV * ⓘ

MM YEAR YYYY

Billing Address

STREET ADDRESS *

Review your order.

You can edit your payment method at this point if needed.

*You will be charged a processing fee.

Click **Submit Order**.

Review Your Order [Edit Order](#)

Port Neches Groves High School ?

Goods & Tickets

| | | | |
|--|-----------------------------|---|------|
|  | 2023 Reserved Football Pass | Section [REDACTED] Row [REDACTED] Seat [REDACTED] | \$25 |
|  | 2023 Reserved Football Pass | Section [REDACTED] Row [REDACTED] Seat [REDACTED] | \$25 |

Payment Method [Edit](#)

Visa [REDACTED]

Cart Summary

| | |
|--------------------------------|----------------|
| Port Neches Groves High School | \$50.00 |
| Subtotal (2 items) | \$50.00 |
| Processing Fee ? | \$2.25 |
| Total | \$52.25 |

[SUBMIT ORDER](#)

You have renewed your tickets successfully.

You may continue using your plastic season pass cards, print paper tickets, or use your phone when attending games.

Your receipt will be emailed to you.

Order Receipt [Print](#)

Thank You
Your order has been received.

Please save a copy of this receipt for your records. To finish your account setup, please check your email and verify your account. (Please check spam and junk folders). Please note on your credit/debit card statement this charge will appear under the name of the school.

| | | | | |
|--------------------------|------------------|-------------------|----------------------|-----------------------------|
| ORDER NUMBER: [REDACTED] | DATE: [REDACTED] | EMAIL: [REDACTED] | TOTAL: \$ [REDACTED] | PAYMENT METHOD: Credit Card |
|--------------------------|------------------|-------------------|----------------------|-----------------------------|

[Need help activating your account? Click here for a quick help guide.](#)

Your Order Details

Port Neches Groves High School ?

Goods & Tickets

noreply

↑
Sender

PAYK12 powered by ticketracker Order Confirmation

↑
Subject