PaySchools Central

2020.7.29 Release

Registration

Create User

 To set up an account, go to <u>www.payschoolscentral.com</u> and click REGISTER.

LOGIN	REGISTER
Email	
Password	
	e
	LOGIN
1 feet	ot my password

- Fill out all fields marked with an asterisk. We strongly suggest adding a mobile number as it will help you reset your password via text if you ever have trouble logging in.
- 3) Review the <u>User Agreement</u> and check the box before clicking
- 4) Click RETURN TO LOGIN in the pop-up window and check your email inbox for a confirmation email.
- 5) You MUST click the link in the email in order to continue. This link is ONLY VALID FOR 30 MINUTES. If you do not activate the link within 30 minutes, please return to www.payschoolscentral.com and click <u>I forgot my</u> <u>password</u> to request a new email.
- 6) Create and confirm your password in the Account Activation screen after clicking the link in the email. You can view the password complexity rules by clicking

Please enter your email address and password	d to activate your account.
Email *	
Password *	0 0
Confirm Password *	
CONFIR	M
CONFIR	Clear All

Secure Account

- 1) Fill out your 3 security questions and answers after setting up your password. Answers must be at least two characters long.
- 2) Click secure to continue.

Add Student and \or Staff

1) You have the option to

SKIP

this step and add your students/staff later via the Dashboard.

 Add your student(s) and staff by filling in all the required fields and clicking

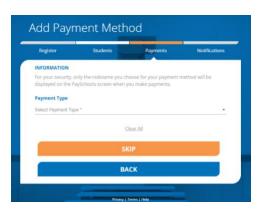
ADD STUDENT / STAFF

Register	Students	Payments	Notifications
INFORMATION			
student or staff ID, fin provided to PaySchoo	st name, and last name yo ls. If you're having trouble	lp you add students or staff to ou enter MUST match the info e adding a student or staff me t to check their spelling or fon	rmation your district has mber to your
State *			*
District *			
Student Id *			
First Name *			
Last Name *			
Relationship *			Ŧ
	s	lear All	
	ADD STUE	DENT / STAFF	
		KIP	

- 3) Once students and staff are added, they will appear at the top of the page where you can remove and manage your students/staff.
- Click CONTINUE once you've added all of your students and/or staff.
- 5) A summary screen will display all students and staff who've been added. A green circle in a student/patron's card indicates they're active. A red circle indicates they're inactive. If your student or staff is showing up as inactive, please contact your school for assistance.

Add Payment Methods

1) Choose the payment type. Please note school districts choose which payment methods are accepted.



- Enter in the payment method information, including the payment type, nick name, and card number or routing/account numbers. The "Nickname" field is simply a name you can give your payment method. For example: Jane's Visa CC.
- 3) Please read the Terms and Conditions for each payment method and check the box to agree.



4) You can store multiple payment methods in your account, including credit/debit cards and ACH. To add another payment method, select another



payment type from the drop-down menu and follow steps starting on the <u>Add Payment</u> <u>Methods</u> section of this guide. You can also add more payment methods later by going to the Menu and clicking the <u>Payment Methods</u> option.

Email Notifications

 To turn on any of the notifications, simply click the on/off toggle. An orange toggle indicates the notifications are on.

Register	Students		Payments	Notifications
Meal Account				Instructions
Balance	Amount \$ 5.00	*	Low Meal Balance	
Day of Month	Select Day Last Day	÷	Balance Reminder	-
Fees				Instructions
Days Notice	Select Day 1	÷	Fee Due	-
Days Notice	Select Day 1	*	Upcoming Payment	-
Days Overdue	Select Day 1	*	Overdue Fee	-
Fund Account				Instructions
Balance	Amount \$ 5.00	*	Low Fund Balance	-
Day of Month	select Day Last Day	v	Balance Reminder	-
Monthly State	ment			instructions
Day of Month	Select Day Last Day	÷	Monthly Statement	-
	-	Rese	t All	
	c	DNTI	NUE	

- 2) There are instructions for each section to give you more information about each type of notification. Click Instructions i to see the notification descriptions.
- 3) To save your notification settings, click

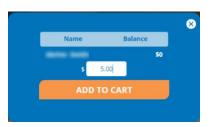
ONTINUE

Fee Payments

 To make a fee payment, scroll down to the Fees card and click the Rest to the fee you wish to pay.

e:	
Fees	
Al Fees All Fees	•
Search	
Fees	~

2) Enter the amount you wish to pay towards your fee (if partial payments are allowed) and clickADD TO CART



- You will now see a blue circle in the upper righthand corner of your screen where your cart is. The blue circle indicates there are items in your cart and the number indicates the amount of items.
- If you would like to schedule your fee payment for a later date, click <u>Or, Schedule For A Later</u> <u>Time >></u>.

				(
	Name	Paid	Amoun	t Due
-		\$0.00		\$5.00
	Fee Type Signed Fees		Fee Name Technology Fee	
		Amount		
	AD	D TO CA	RT	
	<u>Or, Schedu</u>	ile For A Lat	ter Time >>	

- 5) To check out, click on the white shopping cart in the upper right-hand corner of the Dashboard screen.
- 6) Review and update the items in your cart and make any necessary changes.
- 7) Select your payment method and click

Cart				7	/
Items in Cart Li		AMOUNT	DISCOUNT	Delete Items	
Cart Amount: \$5	Patron:	\$ 5.00		î	
Chec	kout				
Payment Method My Visa Credit	t Card			•	
	CON	TINUE			
	Return To	Dashboard		-	

- 8) Check the box in the <u>Totals</u> pop-up window to agree to the terms and conditions and click
 MAKE PAYMENT
- 9) After completing your purchase, you will receive an email with a receipt listing the item(s) purchased. You can also view your payment history by opening the Menu and clicking on the <u>Payment History</u> option.



Reset Your Password

1) If you cannot log into PaySchools Central, or if you would like to change your password, click I forgot my password on the login screen and follow the steps to reset your password.



Enter in the email address associated with your 2) account where indicated and click



Email

1) The

option will

to

send you an email with a reset password link. Click the link and follow the instructions to reset your password when you reach the Account Activation page.

Click 2)

submit your changes.

EMAIL ME



Please enter your email address and password	to activate your account.
Email '	
Password *	0
Confirm Password *	
CONFIR	м
Return To Login	Clear All

Text



option will

to

send you a text verification code, which you'll need to enter on the following page:

Create A New Password	
PLEASE NOTE	
If you included your mobile number during registration, you will receiv which is active for 5 minutes. If you do not use this code immediately, y phone call providing you the access code.	
Venification Code *	
Please enter the code received via texticall Email *	
tergene "Brownit als	
Password *	
	0 0
Confirm Password *	
CONFIRM	
Return To Login	

2) For either the email or text/call option, click

submit your changes. You will see the following pop-up, which indicates you successfully created a new password.

