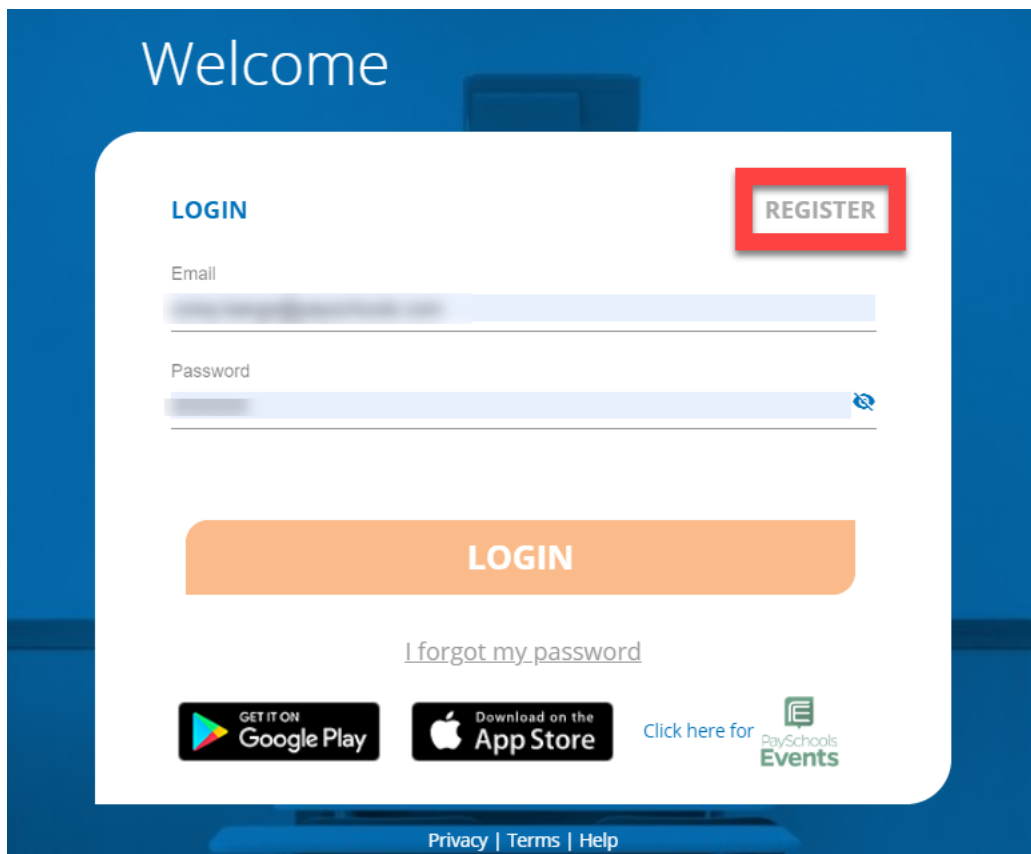


Registration

Registration is quick and easy. Make sure to have all ID numbers for the people you wish to add to your account. For privacy purposes, PaySchools is unable to give out student information. Please contact your school if you need to validate.

Create User

- 1) To set up an account, go to www.payschoolscentral.com and click **REGISTER**.

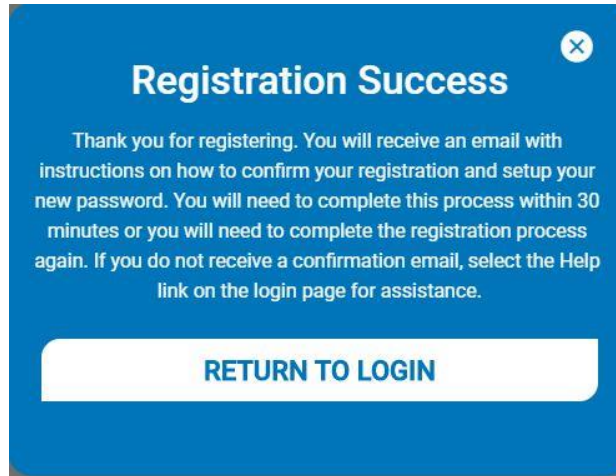


The screenshot shows a user interface for logging in or registering. At the top left, the word "Welcome" is displayed in white on a blue background. Below this, there is a white login form. The form has a "LOGIN" heading on the left and a "REGISTER" button on the right, which is highlighted with a red rectangular border. The form contains two input fields: "Email" and "Password". Below the password field is a small eye icon for toggling visibility. A large orange "LOGIN" button is positioned below the input fields. Underneath the login button is a link that says "I forgot my password". At the bottom of the form, there are three buttons: "GET IT ON Google Play", "Download on the App Store", and "Click here for PaySchools Events". At the very bottom of the page, there are links for "Privacy | Terms | Help".

- 2) 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.

The screenshot shows the 'Register' page of the PaySchools Central website. The page has a blue header with the title 'Register' and a navigation menu with tabs for 'Register', 'Students', 'Payments', and 'Notifications'. The main content area is a white form with several input fields, each with a blue placeholder and an asterisk indicating it is required. The fields are: Language Preference, Email, First Name, Last Name, Address Line 1, Address Line 2, Postal Code (with a help icon), City, State, Country, Phone Number, and Mobile Number. Below the fields is a checkbox that is checked, with the text 'By checking this box, I agree to the terms of the PaySchools User Agreement.' At the bottom of the form is a large orange 'REGISTER' button, and below that are two links: 'Return To Login' and 'Clear All'. At the very bottom of the page, there are links for 'Privacy | Terms | Help'.

- 3) Review the User Agreement and check the box before clicking **REGISTER**.
- 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 [I forgot my password](#) 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 [?](#)

A white form titled "Account Activation" on a blue background. The form contains the following elements:

- A blue instruction: "Please enter your email address and password to activate your account."
- An "Email *" field with a blue placeholder.
- A "Password *" field with a blue placeholder, a blue eye icon, and a blue lock icon.
- A "Confirm Password *" field with a blue placeholder.
- A large orange button labeled "CONFIRM".
- Two links at the bottom: "Return To Login" and "Clear All".
- Footer text: "Privacy | Terms | Help".

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  to continue.

Secure Your Account

Register Students Payments Notifications

WE TAKE YOUR ACCOUNT SECURITY TO HEART.

If you contact our support desk for assistance, we'll ask you to answer security questions to confirm we're speaking with you.

Please select three questions and provide answers at least two characters long.

Security Question 1

Select Question *

Your Answer *

Security Question 2

Select Question *

Your Answer *

Security Question 3

Select Question *

Your Answer *

SECURE

[Return To Login](#)

Privacy | Terms | Help
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Add Student and/or Staff

- 1) You have the option to  this step and add your students/staff later via the [Dashboard](#).

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

ADD STUDENT / STAFF

You can add as many students to your account as you like, if they are in the same school district. If you have students in two or more districts, you will need to create separate accounts and use different emails/passwords for each district.

Your student or staff information must exactly match the details provided by your school. If you are having trouble adding your student/staff, please contact your school. PaySchools is unable provide student information for privacy reasons.

Add Student or Staff

Register Students Payments Notifications

INFORMATION

Due to privacy laws, PaySchools is unable to help you add students or staff to your account. The student or staff ID, first name, and last name you enter MUST match the information your district has provided to PaySchools. If you're having trouble adding a student or staff member to your PaySchools account, please contact your district to check their spelling or format of the name or ID number.

State *

District *

Student Id *

First Name *

Last Name *

Relationship *

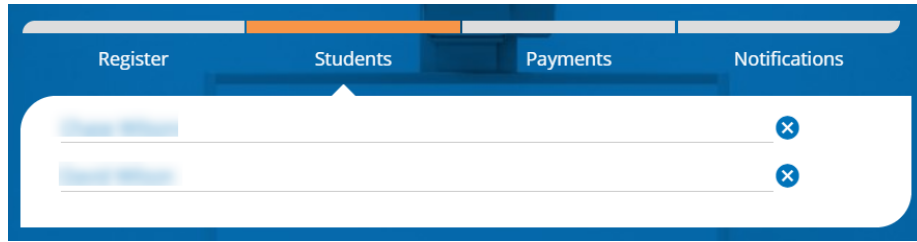
[Clear All](#)

ADD STUDENT / STAFF

SKIP

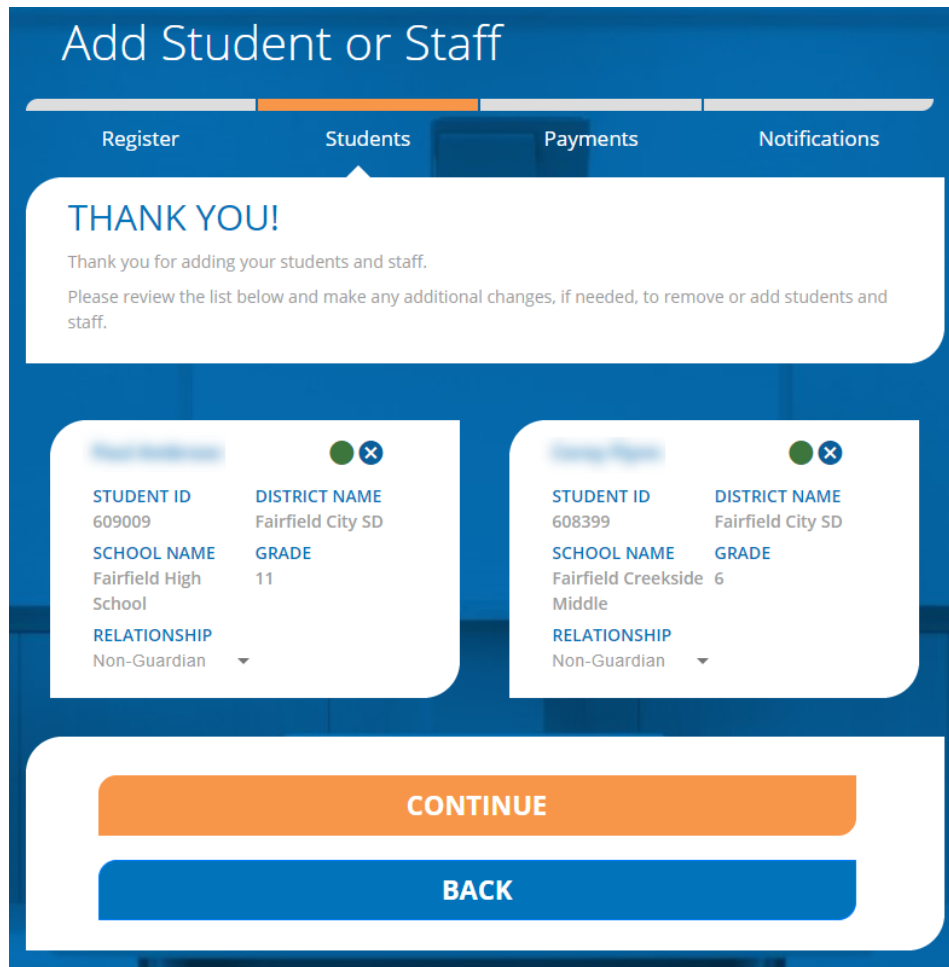
Privacy | Terms | Help

- 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.



- 4) Click **CONTINUE** once you've added all of your students and/or staff.

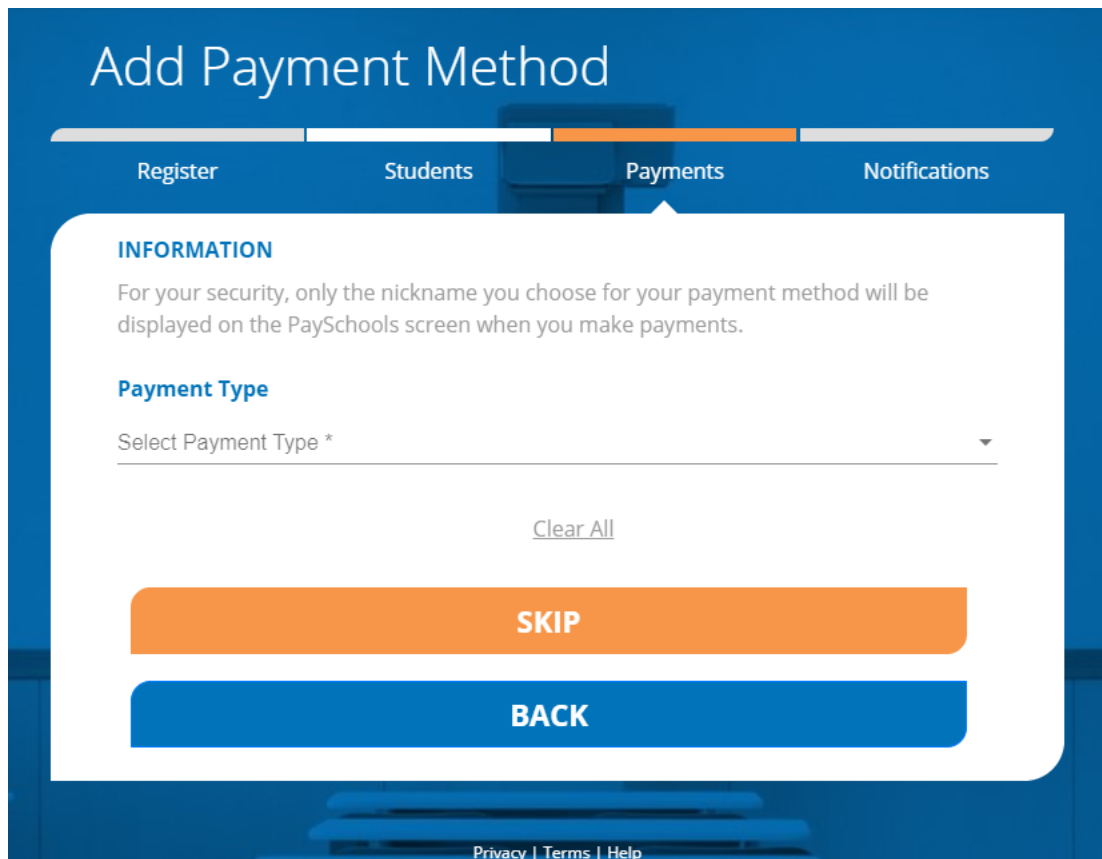
- 5) A summary screen will display all students and staff who've been added. A green circle in a student/patron's card indicates they're active. A red circle indicates they're inactive. If your student or staff is showing up as inactive, please contact your school for assistance.



Add Payment Methods

If you prefer not to store any payment information in your account, you can skip this step. You can either opt to make one-time payments or you can add payment methods later via the [Dashboard](#).

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



The screenshot shows the 'Add Payment Method' form in the PaySchools Central interface. The form is titled 'Add Payment Method' and has a progress bar with four steps: Register, Students, Payments (current step), and Notifications. Below the progress bar, there is an 'INFORMATION' section with the text: 'For your security, only the nickname you choose for your payment method will be displayed on the PaySchools screen when you make payments.' Below this, there is a 'Payment Type' section with a dropdown menu labeled 'Select Payment Type *'. Below the dropdown menu, there is a 'Clear All' link. At the bottom of the form, there are two buttons: 'SKIP' (orange) and 'BACK' (blue). At the bottom of the page, there is a footer with the text 'Privacy | Terms | Help'.

- 2) 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.

Credit Card

Add Payment Method

Register Students **Payments** Notifications


INFORMATION
For your security, only the nickname you choose for your payment method will be displayed on the PaySchools screen when you make payments.

Payment Type
Select Payment Type *





Nick Name *
Jane's Visa CC

Card Number *

MM/YY * CVV Number *



Credit Card Processing terms and Conditions:
1. I authorized CP-DBS, LLC dba PaySchools, as owner and operator of payschoolscentral.com, to charge my account described above for non-recurring credit card transactions processed through the site.

By Checking this checkbox, I agree to the Credit Card Processing Terms and Conditions.

By checking this box, I am setting this as my default payment method.

[Clear All](#)

ADD PAYMENT METHOD

SKIP

BACK

[Privacy](#) | [Terms](#) | [Help](#)

ACH

Add Payment Method

Register Students **Payments** Notifications

INFORMATION

For your security, only the nickname you choose for your payment method will be displayed on the PaySchools screen when you make payments.

Payment Type
Select Payment Type *
ACH/Check

Nick Name *
My Checking Account

Account Type *
Checking

Account Number *
[Redacted]

Routing Number *
[Redacted]

ACH Electronic Check Processing Terms and Conditions:

1. I authorize CP-DBS, LLC dba PaySchools, as owner and operator of payschoolscentral.com, to debit my account described above for non-recurring ACH Electronic transactions processed through the site.
2. I agree to pay a return fee of up to \$30.00 if my ACH transfer is returned unpaid. CP-DBS, LLC dba PaySchools may represent my transfer up to two more times. I authorize CP-DBS, LLC dba PaySchools to make a one-time electronic fund transfer from my account to collect the \$30.00 fee. If my electronic transfer remains unpaid, my debt will be turned over to a collection company or a check recovery company that may charge me a processing fee, as permitted by law. Any information I provide while registering for payschoolscentral.com can be used in this process.

By Registering above account for credit/ACH transfers, I acknowledge that I am an authorized signer of this account.

By checking this box, I agree to the ACH electronic check processing terms and conditions.

By checking this box, I am setting this as my default payment method.

[Clear All](#)

ADD PAYMENT METHOD

SKIP

BACK

[Privacy](#) | [Terms](#) | [Help](#)

- 3) Please read the Terms and Conditions for each payment method and check the box to agree. Click **ADD PAYMENT METHOD** to add your payment method.



- 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 [Add Payment Methods](#) section of this guide. You can also add more payment methods later by going to the Menu and clicking the [Payment Methods](#) option.

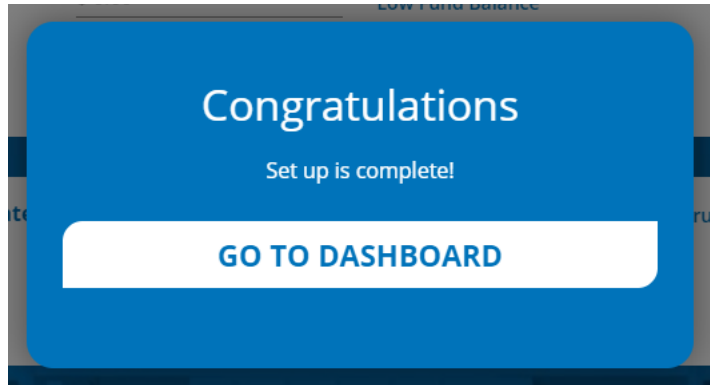
Email Notifications

PaySchools Central gives you the ability to set up a variety of email notifications. You have the flexibility to turn each option on or off and to make changes at any time. The emails will automatically send to the email address associated with your account.

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

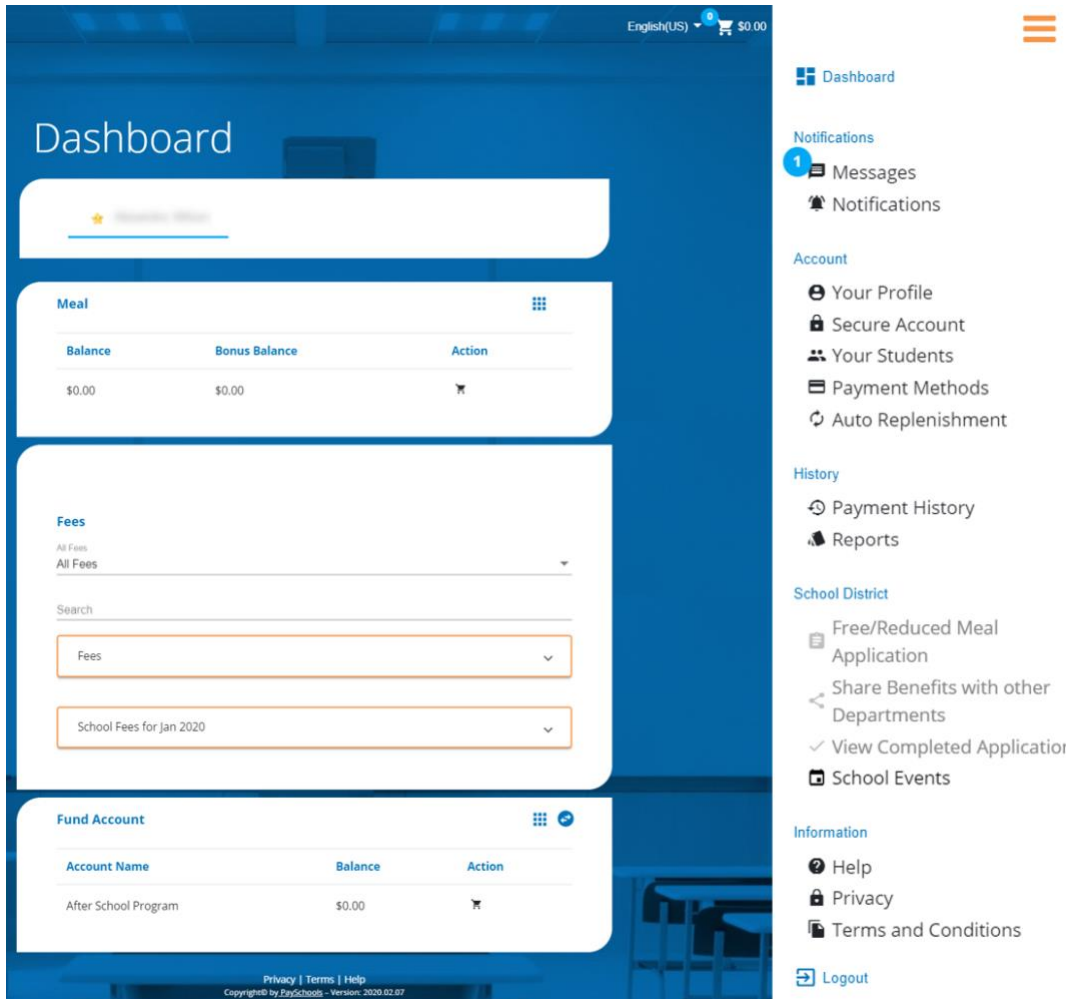
Category	Setting	Value	Notification	Status
Meal Account	Balance	Amount: \$ 5.00	Low Meal Balance	On
	Day of Month	Select Day: Last Day	Balance Reminder	On
Fees	Days Notice	Select Day: 1	Fee Due	On
	Days Notice	Select Day: 1	Upcoming Payment	On
	Days Overdue	Select Day: 1	Overdue Fee	On
Fund Account	Balance	Amount: \$ 5.00	Low Fund Balance	On
	Day of Month	Select Day: Last Day	Balance Reminder	On
Monthly Statement	Day of Month	Select Day: Last Day	Monthly Statement	On


- 2) There are instructions for each section to give you more information about each type of notification. Click [Instructions](#)  to see the notification descriptions.
- 3) To save your notification settings, click .
- 4) The registration process is now complete!



Dashboard

One of PaySchools Central's newest features is the Dashboard landing page. The Dashboard is where you can view the students and staff associated with your account as well as meal, fund, and fee account summaries depending on what your district offers.




You can access the Menu from any page on the site. Click on the  in the upper right-hand corner of the screen to access any of the site's features including your account settings.

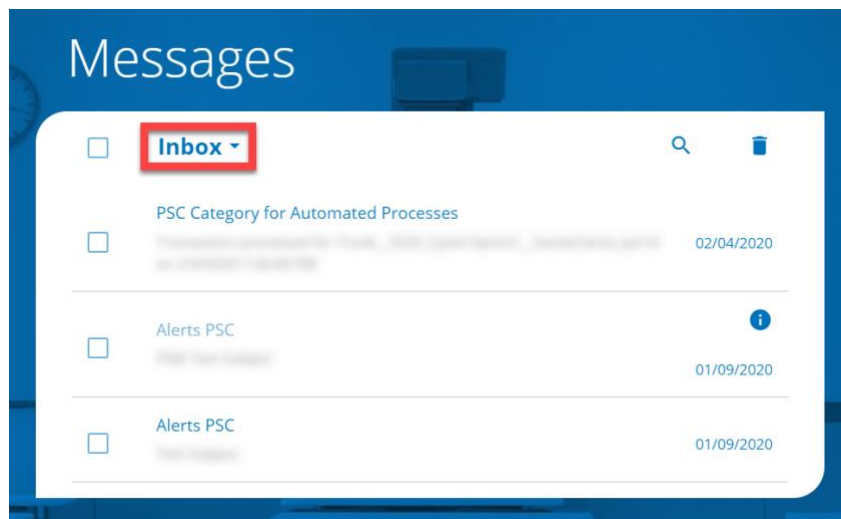
Messages


Another convenient feature offered by PaySchools Central is the Messages screen. Check this section for copies of your payment receipts, scheduled payment information, and important messages sent directly from your school district.

- 1) To access your messages, go to the Menu and click the Messages option.



- 2) A blue circle with a number in it indicates you have an unread message in your inbox.
- 3) To search for a message, you can either filter your messages via the drop-down menu where it reads Inbox, or you can click the  icon to search for a specific message.



- 4) To delete a message, you can either open the message by clicking on it and clicking Delete or you can put a check mark next to the messages you wish to delete before clicking  in the upper right-hand corner of the card. You can access any deleted message by selecting Trash from the Message card drop-down menu.

Payment History

You can view a complete history of your fee, meal, and fund account payments in your PaySchools Central account depending on what your district offers.

- 1) To view payment history, go to the Menu and clicking the Payment History option. Your payments will be listed from the left to right with the most recent payment on the left.

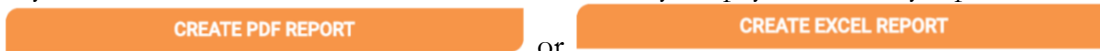
The screenshot shows the 'Payment History' interface. At the top, there are two dropdown menus: 'Type' set to 'All' and 'Date' set to '30 days'. Below these is a table with the following data:

Name	[Blurred]					
Date	03/04/20, 10:52 PM	03/04/20, 10:22 PM	03/04/20, 10:20 PM	03/04/20, 10:20 PM	02/24/20, 11:48 PM	02/13/20, 07:03 AM
Transaction Id	83593	83592	83590	83591	83581	82682
Payment History Type	Meal	Optional Fee	Optional Fee	Optional Fee	Meal	Assigned Fee
Payment Mode	[Blurred]					
Balance Level	NA	NA	NA	NA	NA	NA
Fee Name	NA	HS Parking Pass	HS Parking Pass	African Student Union Club Fee	NA	ADV ALGEBRA 2 (2019-2020)
Amount	\$ 3,000.00	\$ 35.00	\$ 20.00	\$ 5.00	\$ 1,000.00	\$ 20.00
ICF	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Payment Method	ACH PFI - 7898	ACH PFI - 7898	ACH PFI - 7898	ACH PFI - 7898	ACH PFI - 7898	CHECK 0774
Status	Success	Success	Success	Success	Success	Success

At the bottom of the table, there is a 'Reset All' link.

- 2) If you'd like to view the history of a certain payment type, select the payment type from the top drop-down menu. You can also select a date range to find specific payments.

- 3) If you'd like to download a PDF or Excel version of your payment history report, click



- 4) Once you've chosen the PDF or Excel option, you can opt to have the report sent to your email address on file or you can download the report to your computer.

Reports

Viewing reports as a parent has never been easier. You can view your meal, fee, and fund account activity reports, depending on what your district offers. In addition, the format of the reports now matches exactly what is displayed on the administrative site, so you and your school staff will always be on the same page.

- 1) You can view your reports by opening the Menu and clicking the Reports option.

The screenshot displays the 'Reports' interface. At the top, the word 'Reports' is written in white on a blue background. Below this, there are two main sections: 'Meal Report' and 'Fund Account Report'. Each section contains a form with three dropdown menus: 'Select Report Type *', 'Select Student / Staff *', and 'Date *'. The 'Meal Report' section has 'Meal Account Report', a blurred student name, and '30 days' selected. The 'Fund Account Report' section has 'After School Program', a blurred student name, and '30 days' selected. Below each form are two orange buttons: 'CREATE PDF REPORT' and 'CREATE EXCEL REPORT'. At the bottom of the 'Fund Account Report' section, there is a link that says 'Return To Dashboard'.

- 2) The Reports Screen offers Meal Reports as well as Fund Reports:

Meal Activity Report - allows you to see what your student is purchasing.

Meal Account Report - allows you to see a student or staff's lunch payment and purchase history.

Fund Account Report - allows you to see your payment history and use of funds over time.

- 3) For any report you need, select the student or staff as well as a date range before clicking **CREATE PDF REPORT** or **CREATE EXCEL REPORT**. From there, you have the option to send the report to the email address associated with your account or simply download the report to your computer.

