

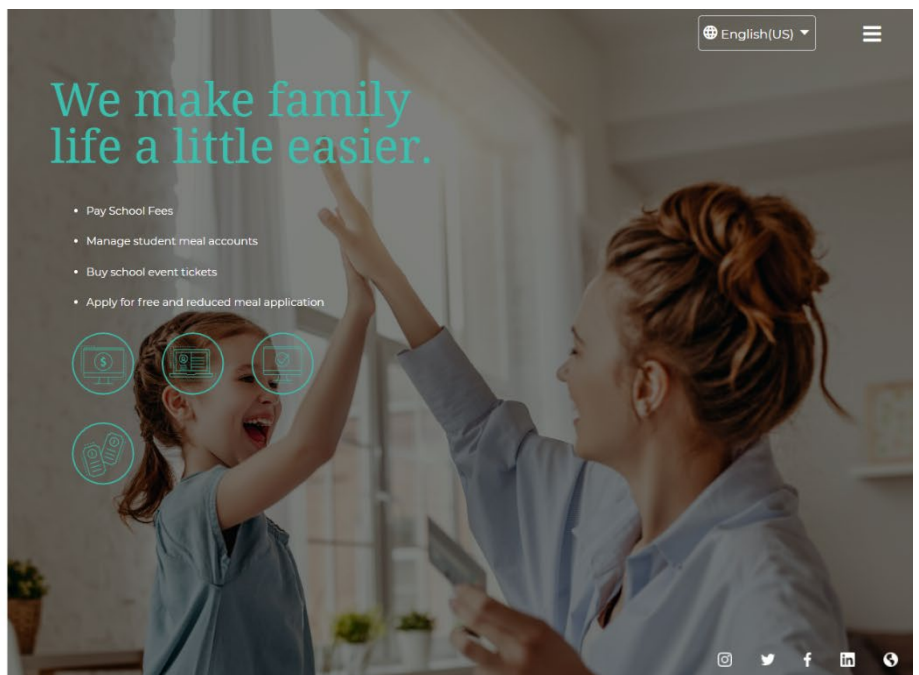
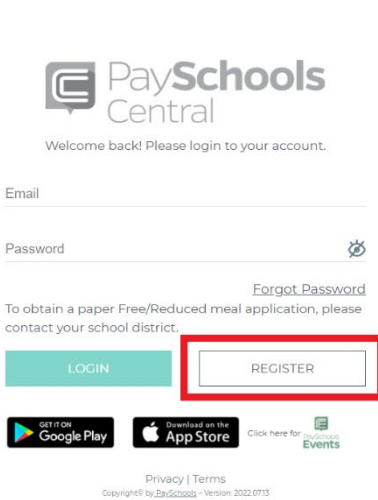
## Registering for PaySchools Central

Registration is quick and easy; you will need student(s) ID number. For privacy purposes, PaySchools is unable to give out student information. Please contact your school if you need to validate.

Set up an account at <https://payschoolscentral.com> OR Download the APP



> click REGISTER



## Step 1: Register

Fill in fields marked with an asterisk > mobile number is recommended as it will reset your password via text if needed > Review and check agreement box > Click Register

# Register

- Register
- Students
- Payments
- Notifications

Language Preference \*  
English(US) ▼

Email \*

First Name \*

Last Name \*

Address Line 1 \*

Address Line 2

Postal Code \* ⓘ

City \*

State \* ▼

Country  
United States of America ▼

Phone Number

Mobile Number

By checking this box, I agree to the terms of the PaySchools [User Agreement](#).

[REGISTER](#)

[Return To Login](#) [Clear All](#)

## Step 2: Confirmation Email

Open email from PaySchools > link is VALID FOR 30 MINUTES > If not activated within 30 minutes- please return to <https://payschoolscentral.com> > click forgot my password to request a new email

### Registration Success

Thank you for registering! The next step is to confirm your account and create a password. **Please open the email from us**, which contains a confirmation link that expires in 30 minutes for your security. If you are unable to click this link before it expires, please return to the login screen and click "Forgot Password" to send a new confirmation email.

RETURN TO LOGIN



Welcome to PaySchools Central.

Hi

To confirm your account and set your password, please follow [this link](#).

This link is active for 30 minutes. If you do not complete your registration during this time period, please return to [www.payschoolscentral.com](http://www.payschoolscentral.com) and use the Forgot password link to request a new link for your account.

PaySchools.com allows you to fund your student's account safely and easily online. For more information about PaySchools.com, please visit [PaySchools.com](http://PaySchools.com). And for further ease of access to your account, be sure to pick up the mobile app for your smartphone or table - you'll find links below.

If you did not mean to create a new account or feel you've received this email in error, [please contact us](#).

Thanks,  
PaySchools.com Administrators




## Step 3: Confirm Password

Enter email > create and confirm password > click Confirm

### Account Activation

Please enter your email address and password to activate your account.

Email \*

Password \*  

Confirm Password \*

CONFIRM

[Return To Login](#)

[Clear All](#)

### Successfully set password

Your password has been set successfully, and you have received a confirmation email from us. You can now sign in on the PaySchools login page with your email address and password

LOGIN



## Step 4: Add Students

Select and answer three security questions > Click Secure > Add student(s) and/or staff in required fields

STUDENT ID	DISTRICT NAME	STUDENT ID	DISTRICT NAME
354173	Anywhere USA	9957694873	Anywhere USA
SCHOOL NAME	GRADE	SCHOOL NAME	GRADE
High School	11	Early Learning Center99	
RELATIONSHIP		RELATIONSHIP	
Non-Guardian		Self	

A summary screen displays all student's student(s) & staff added. The green circle indicates they're active, red circle indicates they're inactive. If your student or staff is showing up as inactive, contact your school for assistance.

## Step 5: Payment Method

Select Credit/Debit Card, ACH/Check, or Skip and add later

**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\*

Please Choose your Payment Type

Clear All

SKIP

BACK

## Step 6: Notifications

Receive a consolidated monthly patron meal activity report for all students and staff on your account who had meal activity over last 30 days. Ex: 'Day of Month' set to the 4th; you will receive a consolidated meal report for the past 30 days on 4th of every month. Registration is Complete, Return to the Dashboard

**Notifications**

Register Students Payments **Notifications**

**Monthly Statement** Instructions ⓘ

Day of Month Select Day Last Day Monthly Statement

Reset All

UPDATE

CONTINUE

BACK

**Congratulations**

Setup is complete!

GO TO DASHBOARD

## PaySchools Central Dashboard

Welcome to PaySchools Central, the dashboard is your landing page where you can view your student(s) and staff information. 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.

**Dashboard**

All Students Adam Elizabeth SMITH Brook

Name	Cafeteria Balance	Add Funds
Adam Elizabeth SMITH	\$0.50	
Brooke Rebecca Smith	\$7.50	

**Fees**

All Fees  
All Fees

Search

Fees

Optional

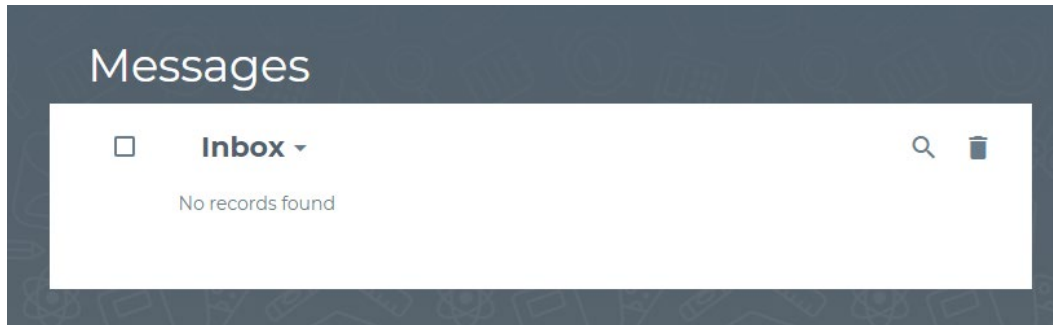
- Dashboard
- Notifications
  - Messages
  - Notifications
- Account
  - Your Profile
  - Secure Account
  - Your Students
  - Payment Methods
  - Auto Replenishment
  - Digital ID
  - Preorder Meals
- History
  - Payment History
  - Reports
- School District
  - Free/Reduced Meal Application
  - Share Benefits with other Departments
  - View Completed Application
  - School Events
- Information
  - Help
  - Privacy
  - Terms and Conditions
- Logout

Version: 2022.08.31

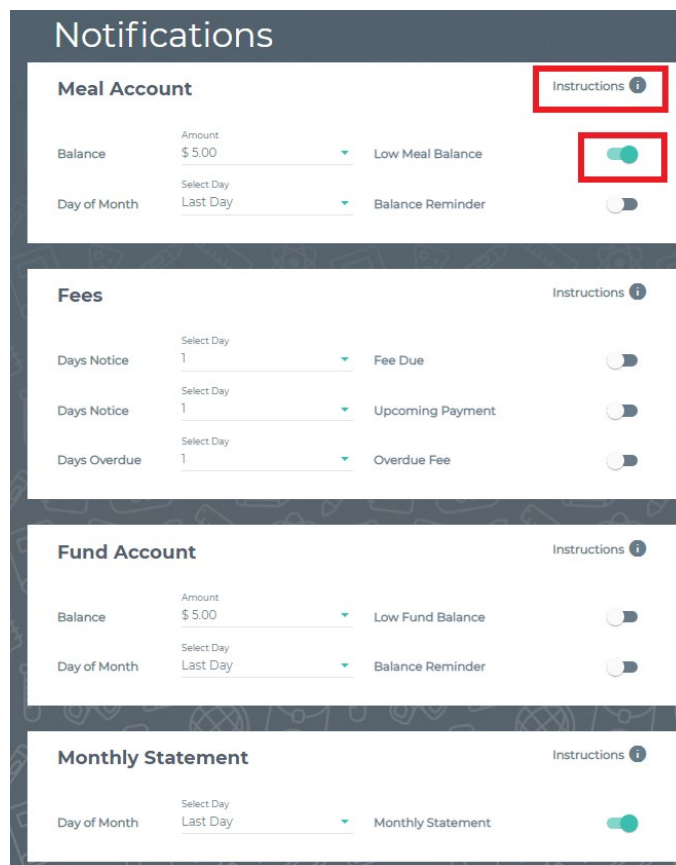
You can access/return to the Menu from any page on the site. Click on the in the upper right-hand corner of the screen to access any of the site's features including your account settings.

## Notifications & Messages

Message screen will provide copies of your payment receipts, scheduled payment information, and important messages sent directly from your school district. Check this section for copies of your payment receipts, scheduled payment information, and important messages sent directly from your school district.

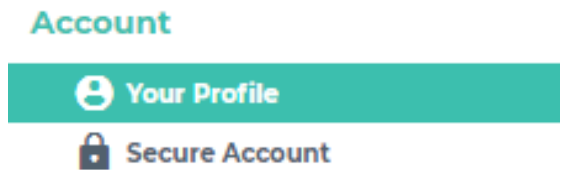


Notifications are a great way to stay connected with Meal balances, Fees, funding, and statements. Instructions are available to explain each section to the top right. By toggling the icon to green- allows notifications to be sent on how you set up your communication preference in your profile settings.



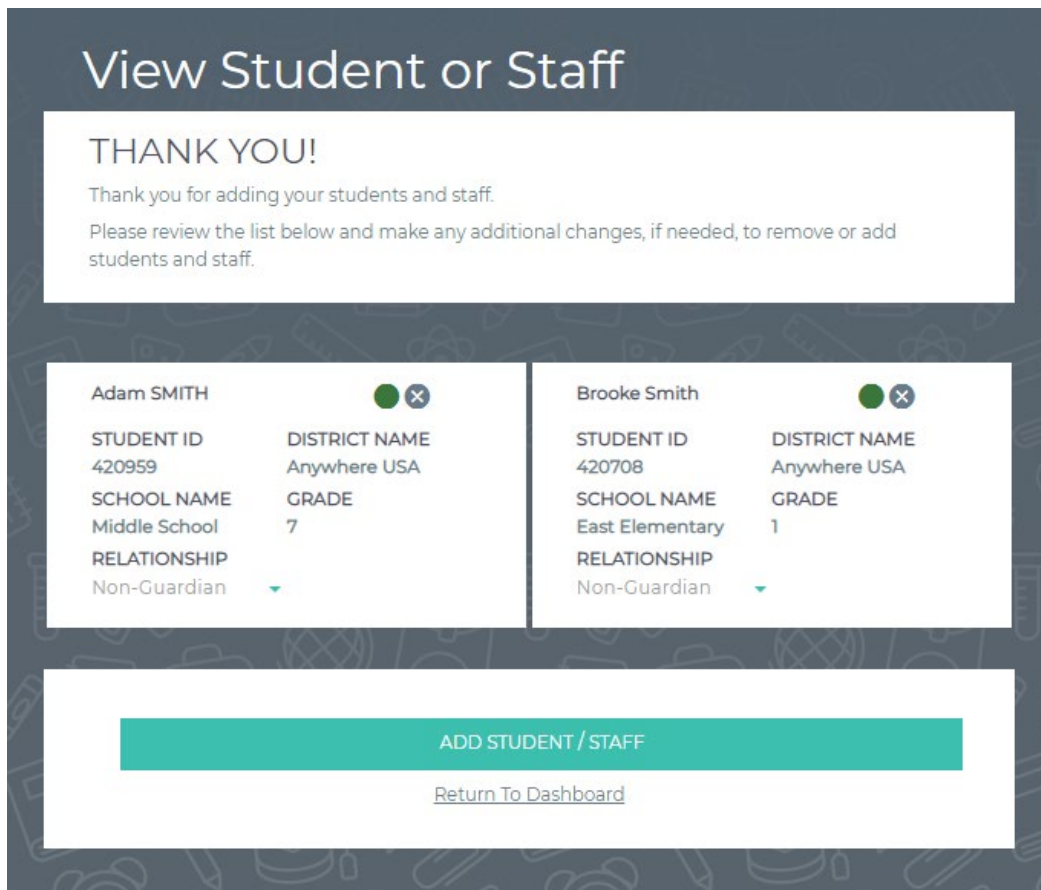
## Profiles for you, staff, & Student(s)

If you need to update your profile information or security questions



### Your Students

You can add or delete students and staff easily. Ensure you are using correct ID number and name. Contact your district if your student does not appear.

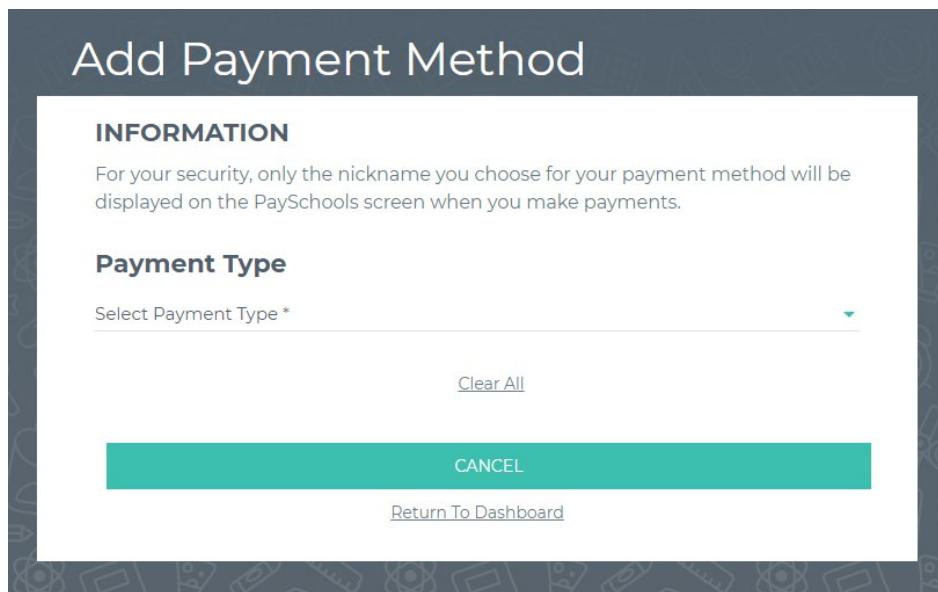




## Payment Methods

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

To access, add, and or edit your payment methods, a new payment method  
Click the "Add Payment Method" button > select payment type > enter required fields > Read the payment terms and conditions > check the box to acknowledge > click Add Payment Method



**Add Payment Method**

**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**

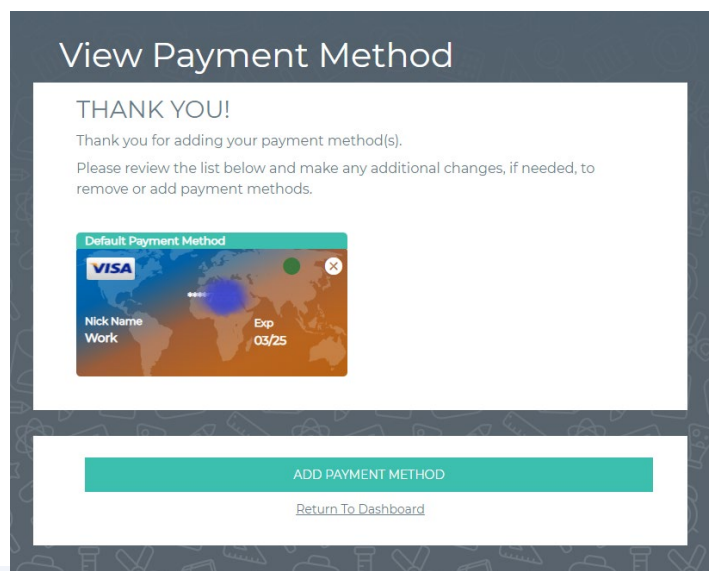
Select Payment Type \*

[Clear All](#)

**CANCEL**

[Return To Dashboard](#)

Additional payment methods can be edited or deleted. To delete click the "x" to remove



**View Payment Method**

**THANK YOU!**

Thank you for adding your payment method(s).  
Please review the list below and make any additional changes, if needed, to remove or add payment methods.

**Default Payment Method**

**VISA**

Nick Name: Work  
Exp: 03/25

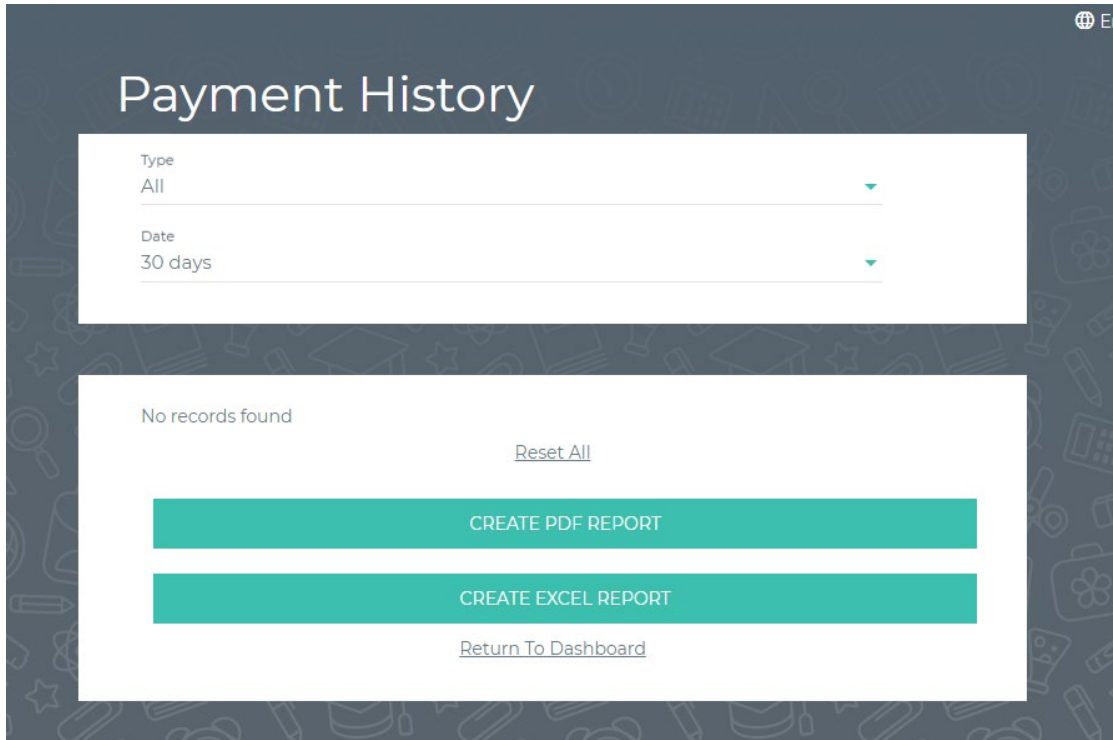
**ADD PAYMENT METHOD**

[Return To Dashboard](#)

## 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.

To access payment history, Click on Payment History from dashboard > sort by type and date > if specific date is selected, click on icon to the right > Your payments will be listed from the left to right with the most recent payment on the left



If you need to view items beyond the 30 or 90-day date ranges, select "Custom Date" from the drop-down menu and select your start and end date > Click preferred report to download in a PDF or Excel

Once you have 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.

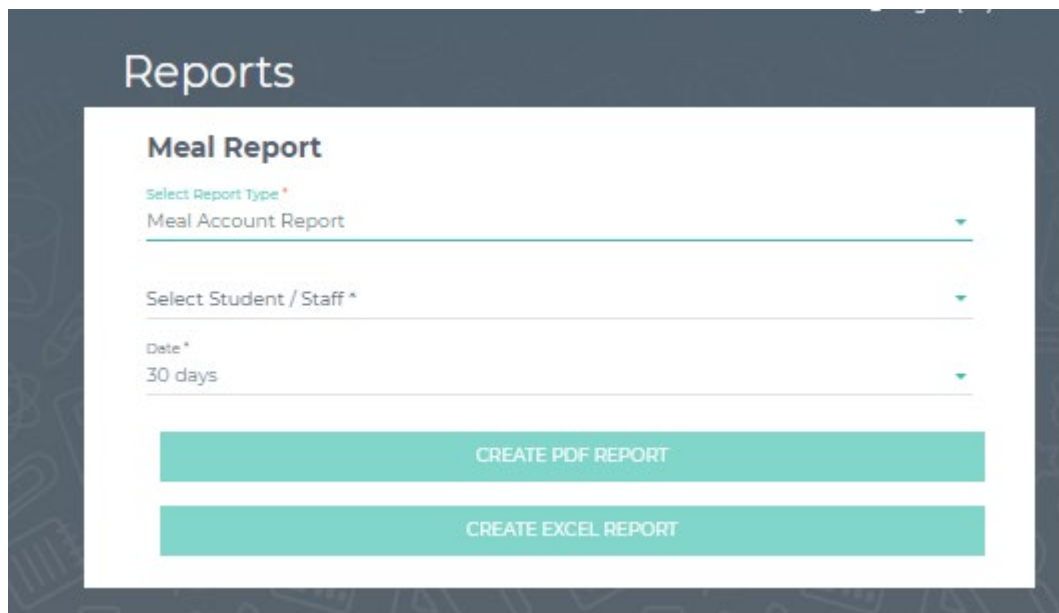
## Reports

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.

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

If you need to view items beyond the 30 or 90-day date ranges, select "Custom Date" from the drop-down menu and select your start and end date.



The screenshot shows a web interface titled "Reports". Underneath, there is a section for "Meal Report". It contains three dropdown menus: "Select Report Type" (with "Meal Account Report" selected), "Select Student / Staff", and "Date" (with "30 days" selected). Below these are two large teal buttons: "CREATE PDF REPORT" and "CREATE EXCEL REPORT".

Report created ✕

SEND EMAIL

DOWNLOAD NOW

## Fee Payment

If your district uses the fee module you will see fees listed on your dashboard. All fees are set and maintained by your school district.

Fees can be sorted by electing drop down and sorting by fee type > the calendar icon will be available if your district allows for installment payments > to pay fee click on the shopping cart icon > reminder notifications are sent for scheduled payments > scheduled payments can be canceled by selecting scheduled fees in the drop-down fee type

**Fees**

All Fees

Search

Fee Name	End Date	Amount Due	Student	Action
HS spirit yard sign	10/28/22	\$10.00	Adam Elizabeth SMITH	
Fee Type		Optional Fee		
AVON EAST - FIELD TRIP FEES	12/31/22	\$0.00	Brooke Rebecca Smith	
Fee Type		Optional Fee		
HS spirit yard sign	10/28/22	\$10.00	Brooke Rebecca Smith	
Fee Type		Optional Fee		
Eagles NEST Before & After Care Week Of 5/27/2018	06/30/18	\$10.00	Brooke Rebecca Smith	

Optional

Fee Name	End Date	Amount Due	Student	Action
22-23 Tuition Fee	10/07/22	\$0.00	Brooke Rebecca Smith	
Fee Type		Optional Fee		

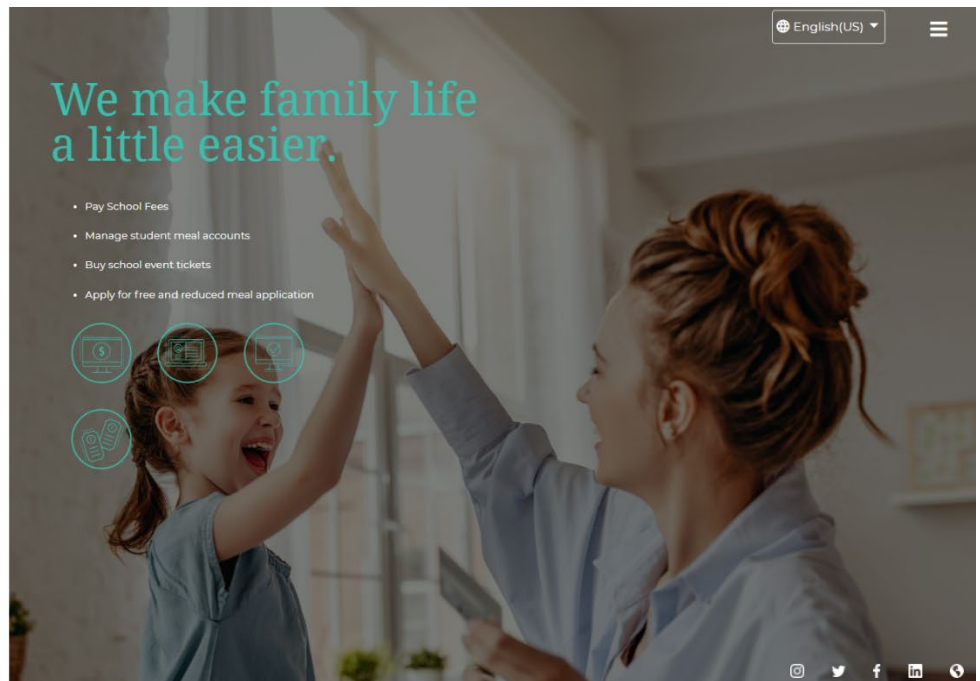
You may or may not have the ability to adjust the amount to pay. Your district determines whether you can pay in installments or not. If you have any questions about your fees, please contact your school directly.

## Reset Password

### Step 1

If you forgot your Password OR need to change your Password, Click on Forget Password from login screen

The screenshot shows the PaySchools Central login interface. At the top left is the logo and the text 'Welcome back! Please login to your account.' Below this are input fields for 'Email' and 'Password'. A red box highlights the 'Forgot Password' link located below the password field. Below the input fields are 'LOGIN' and 'REGISTER' buttons. At the bottom, there are links for 'GET IT ON Google Play', 'Download on the App Store', and 'Click here for Edupoint Events'. A footer contains 'Privacy | Terms' and 'Copyright © by PaySchools - Version: 2022.07.26'.



### Step 2- Email Method

Enter email > click Email Me

The screenshot shows the 'Reset Your Password' page. It has a dark blue header with the title 'Reset Your Password'. Below the title is a white form area. The first field is 'Email \*'. Below it is the question 'How would you like to reset your password?' with two teal buttons: 'EMAIL ME' and 'TEXT/CALL'. At the bottom of the form area, there are two links: 'I already have a text code' and 'Return To Login'. The background of the page is a dark blue pattern of educational icons.

### Step 3



An email will be sent with a link to reset password > Click link > enter information below > Click confirm

The screenshot shows a form titled "Account Activation" with a dark blue header. Below the header, the text reads: "Please enter your email address and password to activate your account." The form contains three input fields: "Email \*", "Password \*", and "Confirm Password \*". The "Password \*" field has two icons to its right: a question mark and a refresh icon. Below the input fields is a large teal button labeled "CONFIRM". At the bottom of the form, there are two links: "Return To Login" and "Clear All".

#### Step 4- Text Option

The text/call option will send a verification code

If you do not enter in the verification code within 5 minutes, you will receive an automated phone call from an unknown number with the verification code

The screenshot shows a form titled "Reset Your Password" with a dark blue header. Below the header, there is an "Email \*" input field. The text below the input field reads: "How would you like to reset your password?". There are two teal buttons: "EMAIL ME" and "TEXT/CALL". Below these buttons is a link: "I already have a text code". At the bottom of the form, there is a link: "Return To Login".

#### Step 5

Enter code > email > enter new password > confirm password > click Confirm

## Create A New Password

**PLEASE NOTE**

If you included your mobile number during registration, you will receive a text message which is active for 5 minutes. If you do not use this code immediately, you will also get a phone call providing you the access code.

Verification Code \*

Email \*

Password \* ? 👁

Confirm Password \*

**CONFIRM**

[Return To Login](#)

Please do not hesitate to contact the PaySchools Support Staff for assistance.  
1-800-669-0792, [support@payschools.com](mailto:support@payschools.com)