PAYSCHOOLS CENTRAL

Parent User Guide

6.10.2022

Call PaySchools Central Parent Helpline

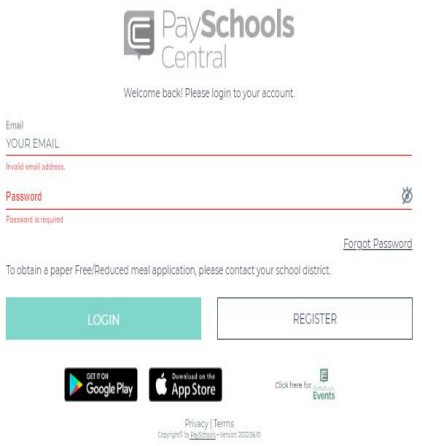
877-393-6628

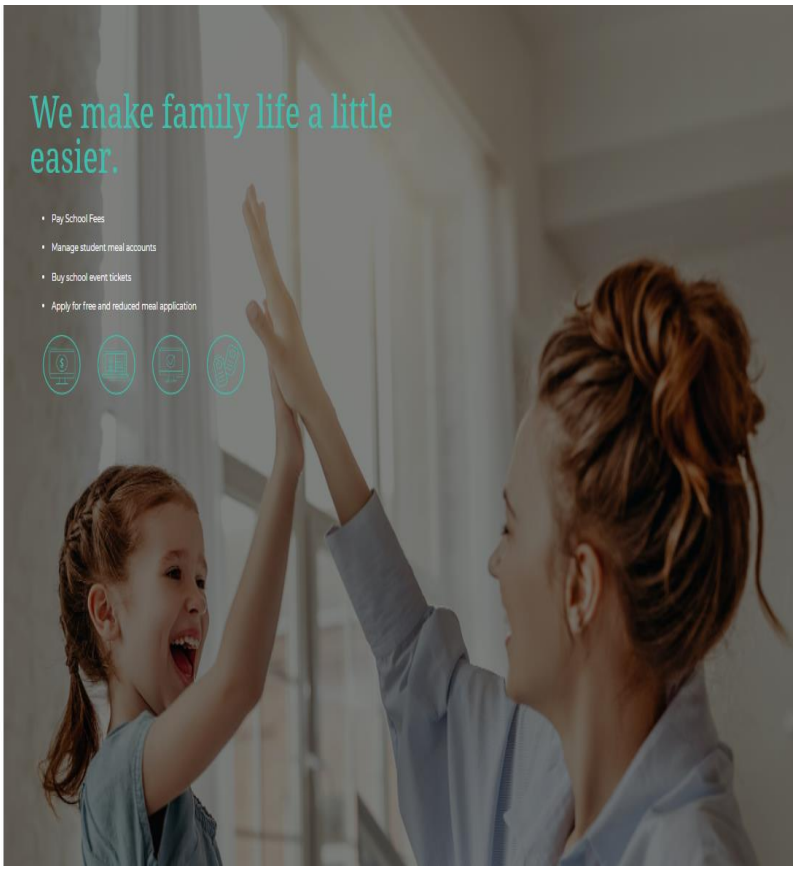
Download the NEW APP to your Mobile Device

PaySchools Central
School Payments made easy

New APP for your phone

This is the correct page on your computer.

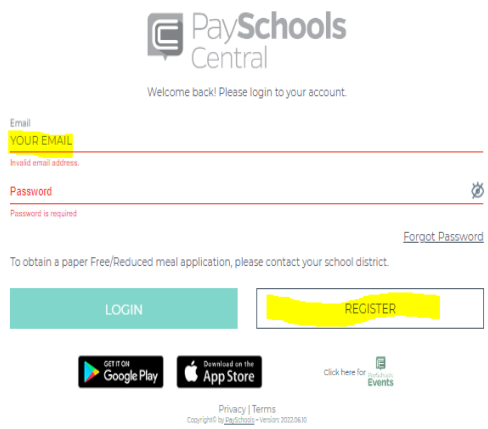




Registration

Create User

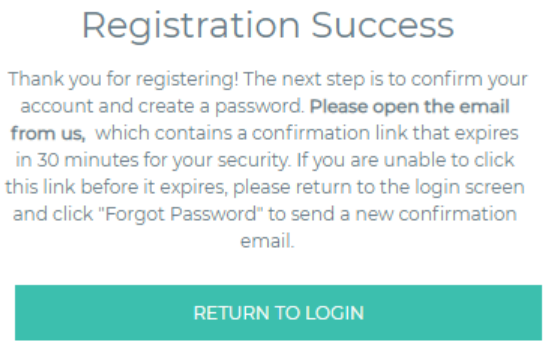
1)To set up an account, go to https://payschoolscentral.com and click REGISTER



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.

3) Review the User Agreement and check the box before clicking---REGISTER

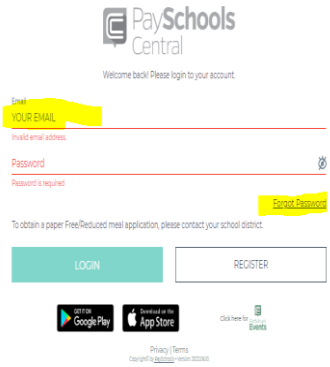
4) Click ***return to login***
in the pop-up window and check your email inbox for a confirmation email.



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 https://payschoolscentral.com and click

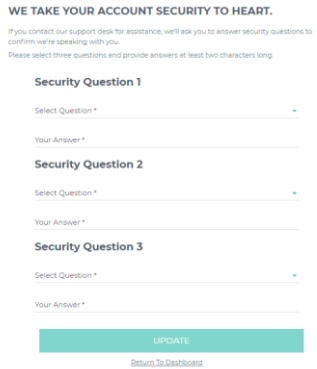
6) forgot my password to request a new email/text works best😊



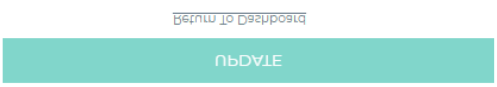
7) Create and confirm your password in the Account Activation screen after clicking the link in the email. You can view the password complexity rules by clicking

Secure Your Account

1)Fill out your 3 security questions and answers after setting up your password. Answers must be at least two characters long.

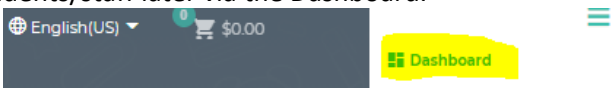


2)Click to continue

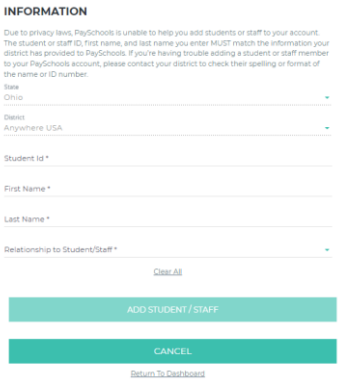


Add Student and\or Staff

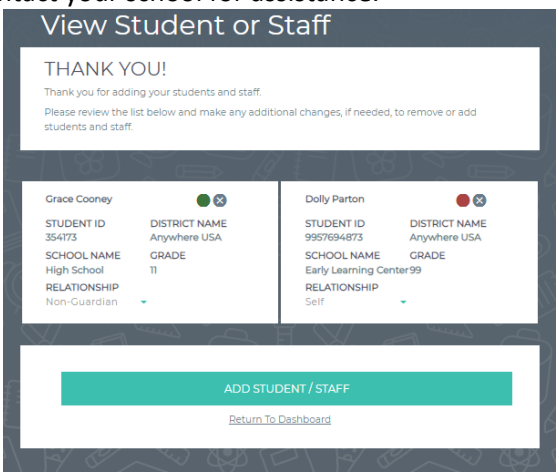
1) You have the option to skip this step and add your students/staff later via the Dashboard.



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

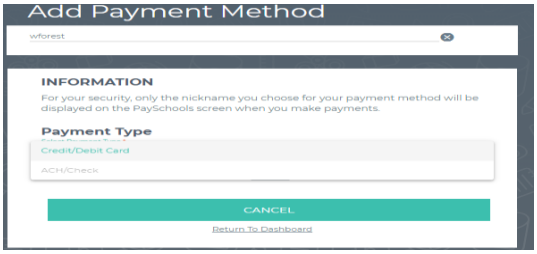


3)A summary screen will display all students and staff who've been added. A green circle in a student/patron's card indicates they're active. A red circle indicates they're inactive. If your student or staff is showing up as inactive, please contact your school for assistance.



Add Payment Methods

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



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.

3)Please read the Terms and Conditions for each payment method and check the box to agree. Click

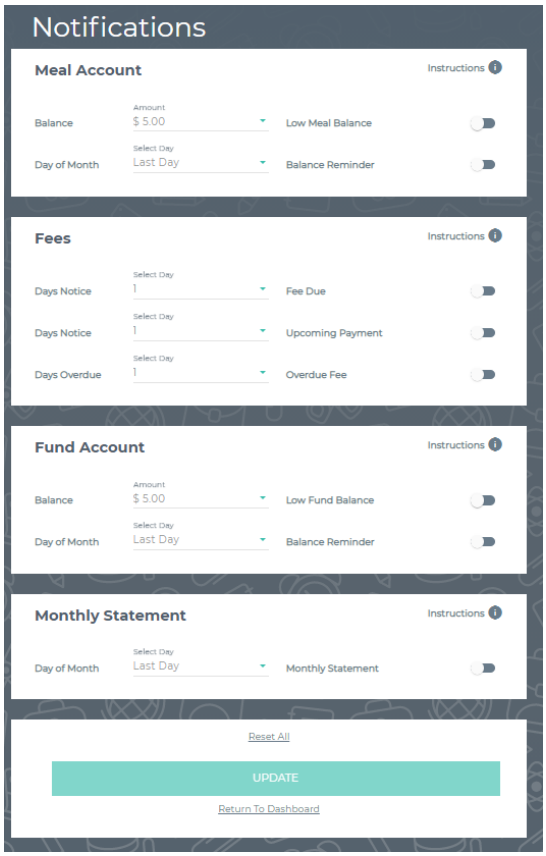


To add your payment method.

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

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



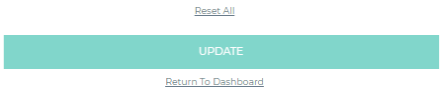
Email Notifications continued

2)There are instructions for each section to give you more information about each type of notification. Click



to see the notification descriptions.

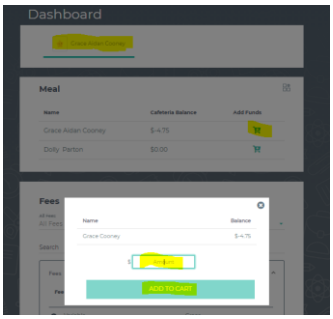
3)To save your notification settings, click



Meal and Fee Payments

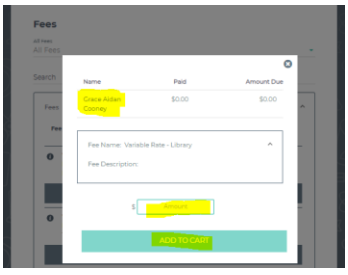
1)To make a one-time lunch payment, go to the Dashboard and click the  to ADD money

MEAL:



2) Enter the amount you wish to add to the lunch account or how much you'd like to pay towards your fee (if partial payments are allowed) and click

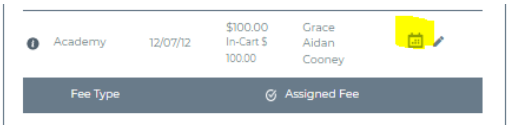
FEE:



3) You will now see a blue circle in the upper right-hand 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.



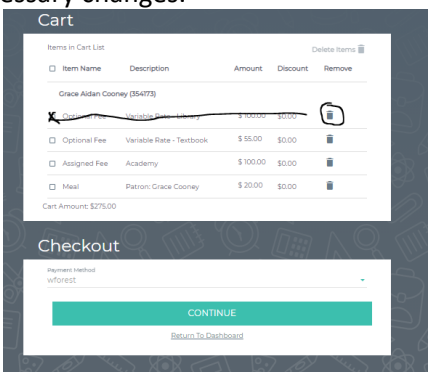
4)If you would like to schedule your fee payment for a later date, click Or, Schedule For A Later Time



5)To check out, click on the white shopping cart in the upper right-hand corner of the Dashboard screen.



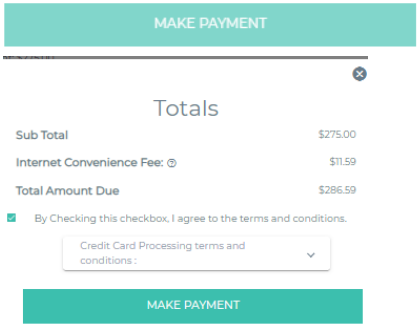
6)Review and update the items in your cart and make any necessary changes.



7) Select your payment method and click



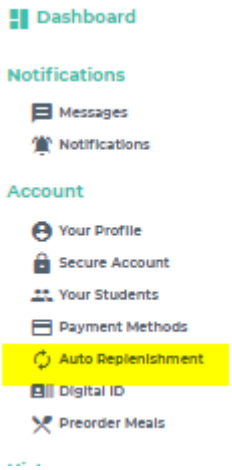
8) Check the box in the Totals pop-up window to agree to the terms and conditions and click



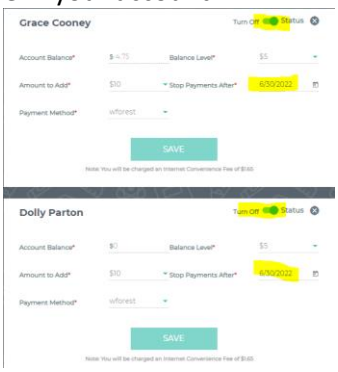
9) After completing your purchase, you will receive an email with a receipt listing the item(s) purchased. You can also view your payment history by opening the Menu and clicking on the Payment History option.

Auto-Replenishment

1) To set up auto-replenish, click the AutoReplenishment option in the Menu.



2)You will see your list of students and can either select a single name to set up unique auto-replenish settings or you can select All Students to apply the same settings to everyone in your account.



3) Once you've selected your student(s), enter in the required fields and click

SAVE

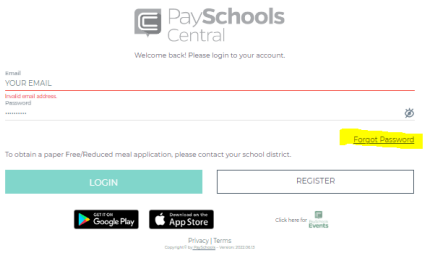
4)A green toggle will appear, which indicates auto-replenishment is on.

5) Once your auto-replenish settings have been saved, you will see a status icon next to the Turn Off switch. Hover over the icon to see the auto-replenish status

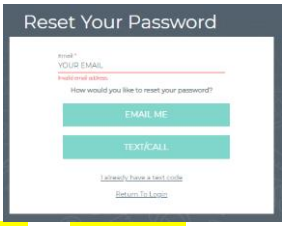
6) To turn off auto-replenish, simply click the green toggle.

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.



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



Email or *Text/Call* me

Email

1)The *Email* option will 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.

2)Click Confirm to submit your changes

TEXT/Call

1)The TEXT/Call option will send you a text verification code, which you'll need to enter on the following page

2)For either the email or text/call option, click to submit your changes. You will see a pop-up, which indicates you successfully created a new password.

You are all set to login now.

Thank you for choosing PaySchools Central!

Finally, MOST schools districts have our application for National School Breakfast and Lunch Program.

Here is the area to fill out an application for your child(ren).

