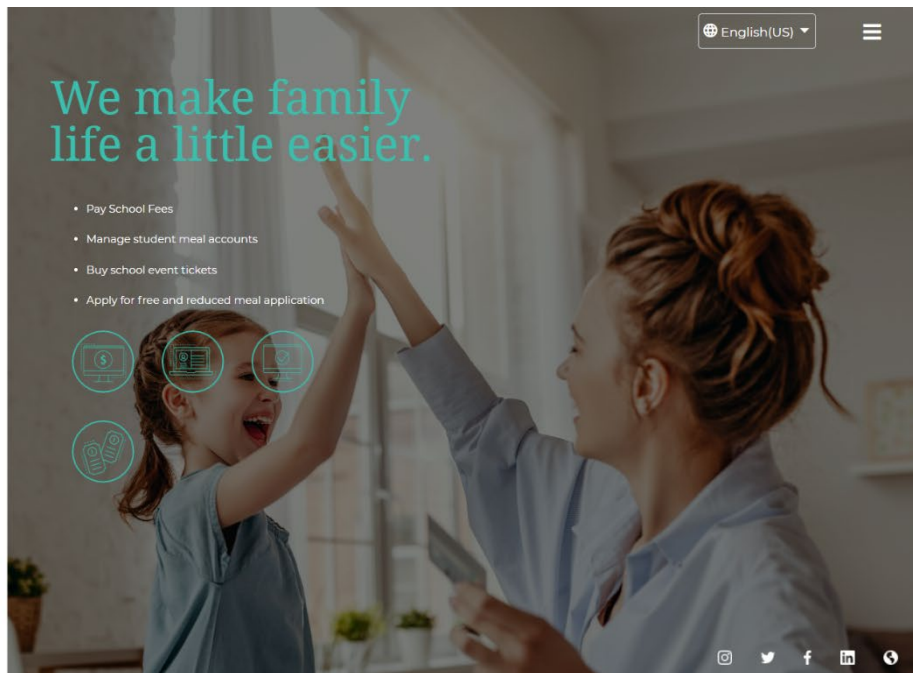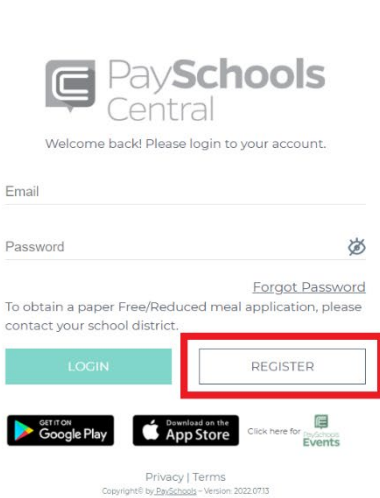**i3 EDUCATION**

Table of Contents

Registering for PaySchools Central

Registration is quick and easy; you will need student(s) ID number. For privacy purposes, PaySchools in 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

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

PaySchools Central

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 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**. 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

Powered By
PaySchools

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

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Step 4: Add Students

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

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

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 to Student/Staff *

Clear All

ADD STUDENT / STAFF

SKIP

View Student or Staff

THANK YOU!

Thank you for adding your students and staff.

Please review the list below and make any additional changes, if needed, to remove or add students and staff.

Grace Cooney		Dolly Parton	
STUDENT ID 354173	DISTRICT NAME Anywhere USA	STUDENT ID 9957694873	DISTRICT NAME Anywhere USA
SCHOOL NAME High School	GRADE 11	SCHOOL NAME Early Learning Center	GRADE 99
RELATIONSHIP Non-Guardian		RELATIONSHIP Self	

ADD STUDENT / STAFF

Return To Dashboard

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.

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Step 5: Payment Method

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

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

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.

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. ☰

One-Time Lunch Payments

PaySchools Central makes it easy to add funds to your meal account. You can make a single lunch payment, or you can take advantage of our convenient Auto-Replenishment feature, which automatically deposits money when your balance reaches a certain level.

To make a one-time lunch payment, go to the Dashboard and select student > click 🛒 > Add desired amount > Click add to cart
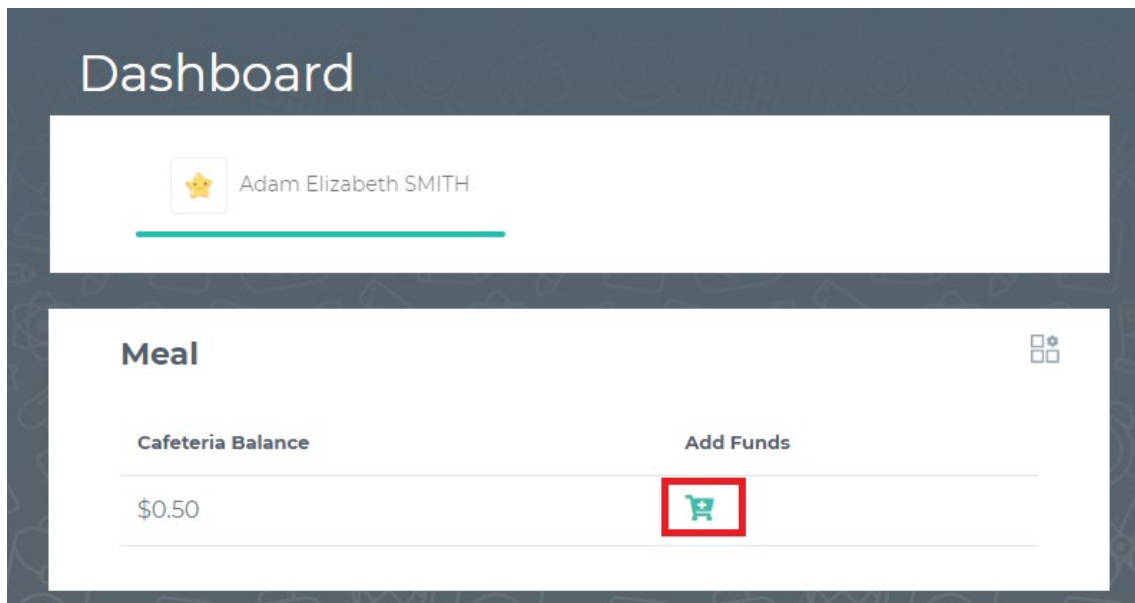
- ✓ Click on the shopping cart, upper right corner
- ✓ Check items to purchase
- ✓ Add new or existing card
- ✓ Click Continue
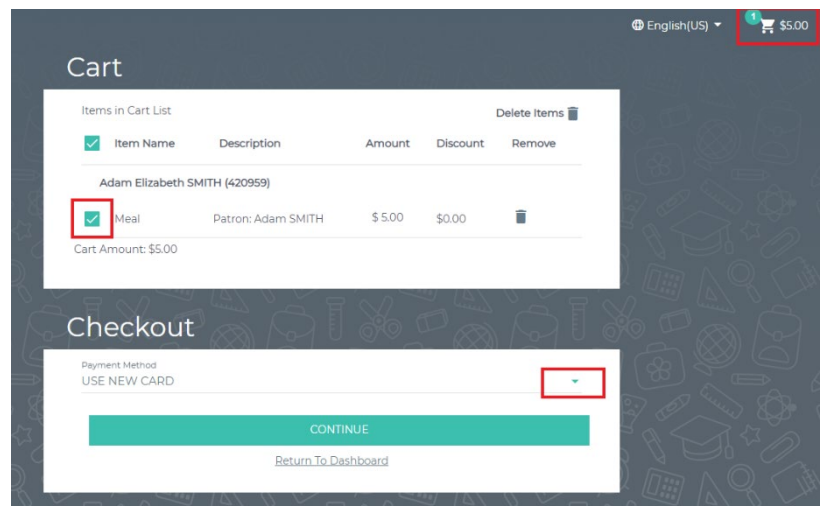
Notifications & Messages

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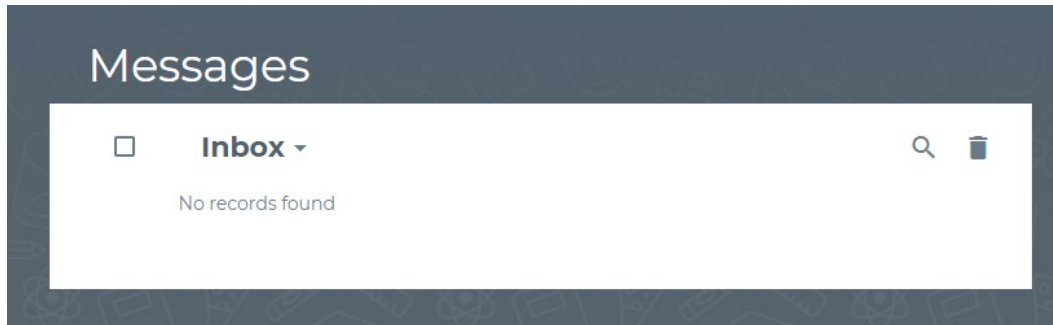
Notifications are a great way to stay connected with Meal balances, Fees, funding, and statements. Instructions are available to explain each section to the top right. By toggling the icon to green- allows notifications to be sent on how you set up your communication preference in your profile settings.

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

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

Auto Replenishment

Auto Replenishment is a great option to ensure you have funds at all times you're your student(s). Select all or individual student to modify auto replenishments > Make adjustments > Read and agree to terms and conditions > Click Save

Digital ID

PaySchools Central now offers a digital copy of your student's ID card. This can be access directly from your PaySchools Central account that can be scanned directly from your mobile device

From computer
To access ID card, Click on Digital ID Card from dashboard > Click Download > save to desktop. This can be printed for your student(s)

From App/Smartphone
To access, Click on Digital ID Card from mobile dashboard > Click Download > Save to smartphone OR by taking a screenshot
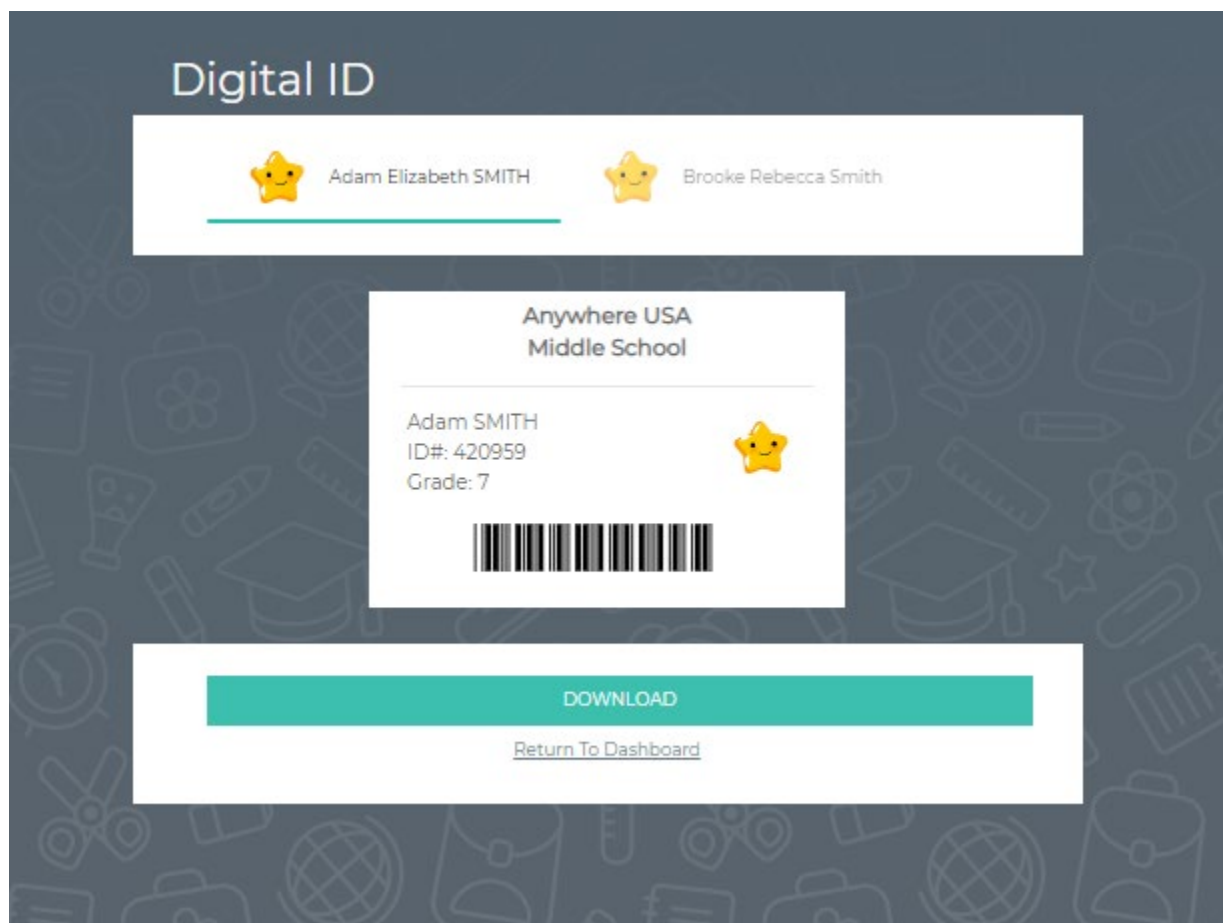
Note- This App allows you to select ID Card and scan in the cafeteria

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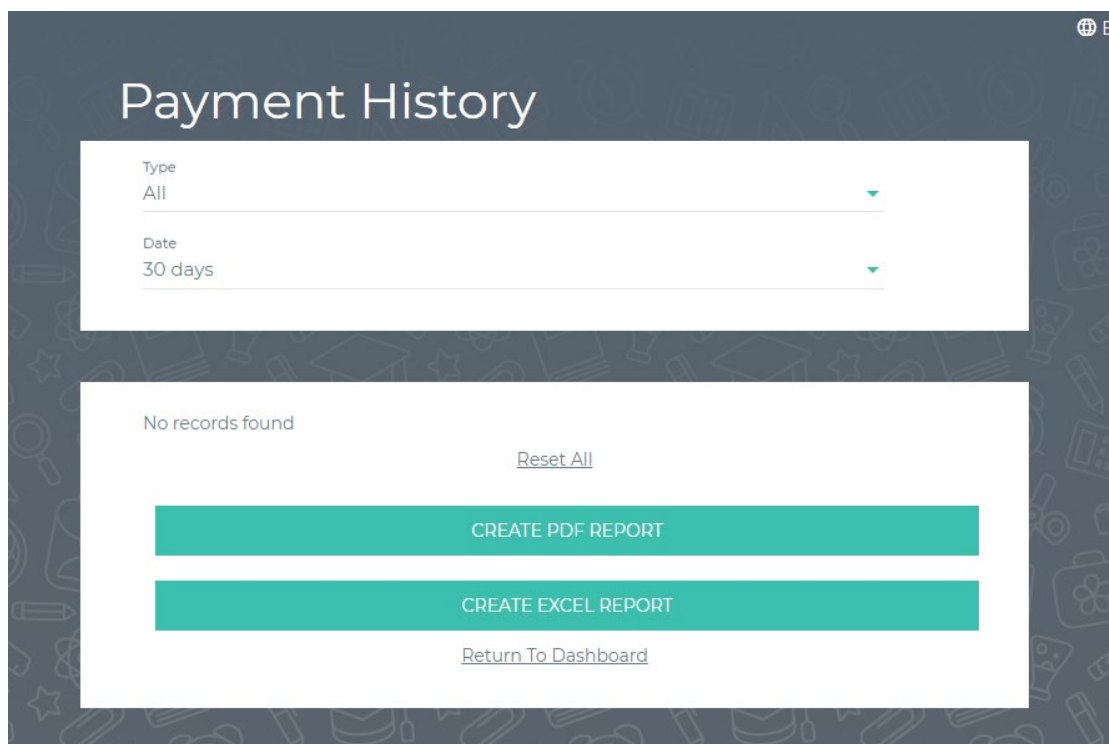
If you need to view items beyond the 30 or 90-day date ranges, select "Custom Date" from the drop-down menu and select your start and end date > Click preferred report to download in a PDF or Excel

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.

Meal Restrictions

- ✓ Click on the icon highlighted below and choose Meal Restrictions
- ✓ You can restrict your patron to a daily spending limit by keying in a certain amount, beyond which the patron is not allowed to purchase.
- ✓ Setting the limit to $0 dollars will completely restrict your patron from purchasing anything in their school cafeteria.
- ✓ Restrictions can be based on meal type, individual items or item groups for your patrons.
- ✓ Any setting on this screen will restrict your patron from purchasing the items set by you.

All items are set up and maintained by your school district. If you do not see a certain item or have questions about the items listed, please contact your school directly.

Fee Payment

If you 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
All Fees

Search

Fees				⌃
Fee Name	End Date	Amount Due	Student	Action
❶ HS spirit yard sign	10/28/22	$10.00	Adam Elizabeth SMITH	📅 🛒
Fee Type		⊘ Optional Fee		
❶ AVON EAST - FIELD TRIP FEES	12/31/22	$0.00	Brooke Rebecca Smith	📅 🛒
Fee Type		⊘ Optional Fee		
❶ HS spirit yard sign	10/28/22	$10.00	Brooke Rebecca Smith	📅 🛒
Fee Type		⊘ Optional Fee		
❶ 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
❶ 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.

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Free & Reduced Application

Step 1-

Once your account is set up in PaySchools Central, you can begin your Free/Reduced Application > Select Free/Reduced Meal Application from your dashboard.

- It is recommended to have your PaySchools Central Password & Income for all members of your household available for this process.
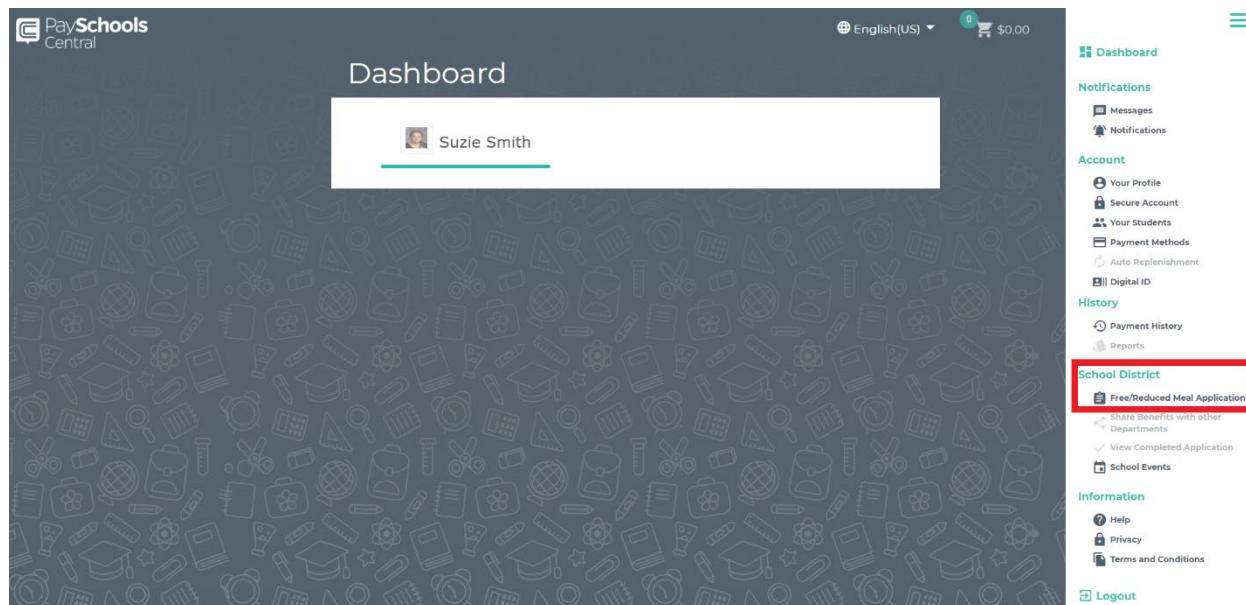
Step 2-

Instructions on how to complete an application is located to the right of the screen
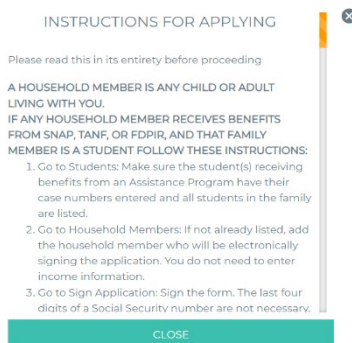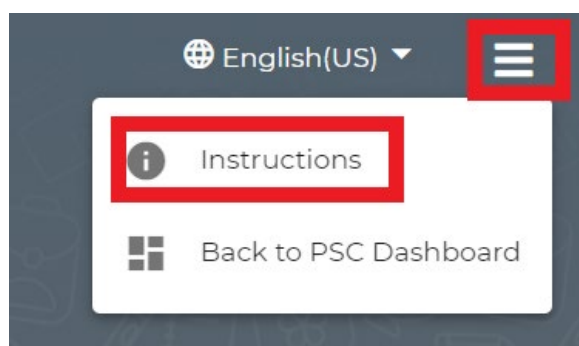
Step 3-
Your contact information is pre-filled with your profile information > verify and/or alter changes needed > Select preferred contact method; districts use to send determination letter > Click continue

Step 4-

Return to Application allows you to complete an existing application.
Select **NEW APPLICATION** to begin an application for current school year

Step 5-

Please read prompted message on how income should be entered. If no message appears- you will ONLY see the "Here's how eligibility is handled"

Step 6-
Add/Verify Students > data from student(s) account will be shown > You can remove students by clicking the "x" > Click Add Student if additional students are in household > When complete, Start Application

- If **Direct Certification** says "YES", no application is needed from your district
    - If all your students in your household are DC, you will be directed to the disclosure options to allow or prohibit sharing of your meal status- information is typically used in waiving certain district fees.
    - If some, but not all students are DC, you can extend benefits to the other children by using the EXTEND TO ALL option and selecting those currently on your application > redirected for disclosure options
- Select **FOSTER CHILD** only for any students in your household- no income or additional information will be needed for student(s)

Step 7 -
Select Assistance Type if applicable > Enter Case Number > Continue
OR
Select None of These > Yes or No to income > Enter Income if applicable > Continue
To save and return later- click save and go to PaySchools Central Dashboard

Step 8 -
Please read the information on what is considered to be a member in your household
- ✓ You are automatically added to application as member
- ✓ If application is file from prior year, members are automatically added
- ✓ Remove/Add members if needed

Step 9 -
Enter Member Assistance (SNAP/TANF) > OR None of These > Enter Income
Income must be complete for each field type selected > Continue

To save and return later- click save and go to PaySchools Central Dashboard

Step 10 -
- Read Use of Information & USDA Non-Discrimination Statement > Continue

Step 11 -
Review information entered > Edit if needed > Read & Certify > Continue

Step 12 -
Provide last 4 of SSN or check if not applicable > Enter preferred language > Enter PaySchools Central Password > Click Sign

Step 13 -
If your district doesn't automatically approve applications, you will be notified of a pending status and the preferred contact method will be used to send notification AND once approved a pop-up message will notify your completed application

Step 14 -
To view your application, you can select from Download determination letter, download application, or decline benefits (If your income situation changes and no longer wish to receive)

View Application

Application ID: 10748

Status: Your Status will be here

Entered By: Parent Name

Signed By: Parent Name

Last 4 SSN: 1234

STUDENTS
Suzie Smith

MEMBERS
Will list all member on Application
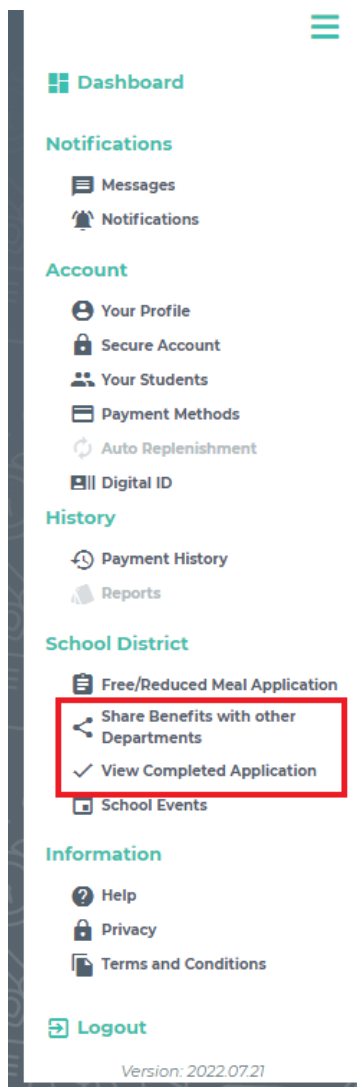
DOWNLOAD APPLICATION

DOWNLOAD DETERMINATION

DECLINE BENEFITS

Go to my Payschools Central Dashboard

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Step 15 -
Once approved it is important to return to the **Share Benefits with Other Departments-** This allows your district to extend benefits to other items, such as Fees.

Disclosure Categories

Contact | Students | Members | Sign | Disclosure

SHARE MEAL BENEFIT WITH OTHER DEPARTMENTS

The information you give on the Confidential Application for Free or Reduced Price Meal is only used to determine your student(s) eligibility for Free or Reduced Price meals. The information may also be used to determine your student(s) eligibility to receive benefits for other programs. We must have your permission to share your information. Please read the description for each category carefully. Completing this form will not change whether your student(s) get free or reduced meals. Completing this waiver is NOT A REQUIREMENT for participation in any school nutrition program. Please choose the program(s) by selecting the check box by each program for the ones you wish to OPT IN and share your information with.

Are you willing to share your student's meal benefits with other departments in the district for a possible reduction in your fee costs? If so, the school has listed the different departments or areas you can choose below. Please check the box for which to share your meal benefit.

Suzie Smith

☐ Check this box if you would like to share with ALL departments below

☐ Instructional Fee Waiver

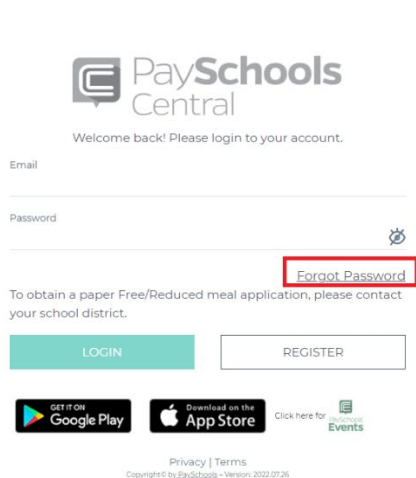SIGNER: Parent name

ELECTRONIC SIGNATURE
I Certify (promise) that all information on this application is true and that all income is reported

CONFIRM PASSWORD *

CONTINUE

SKIP SHARING

Reset Password

Step 1

If you forgot your Password OR need to change your Password, Click on Forget Password from login screen
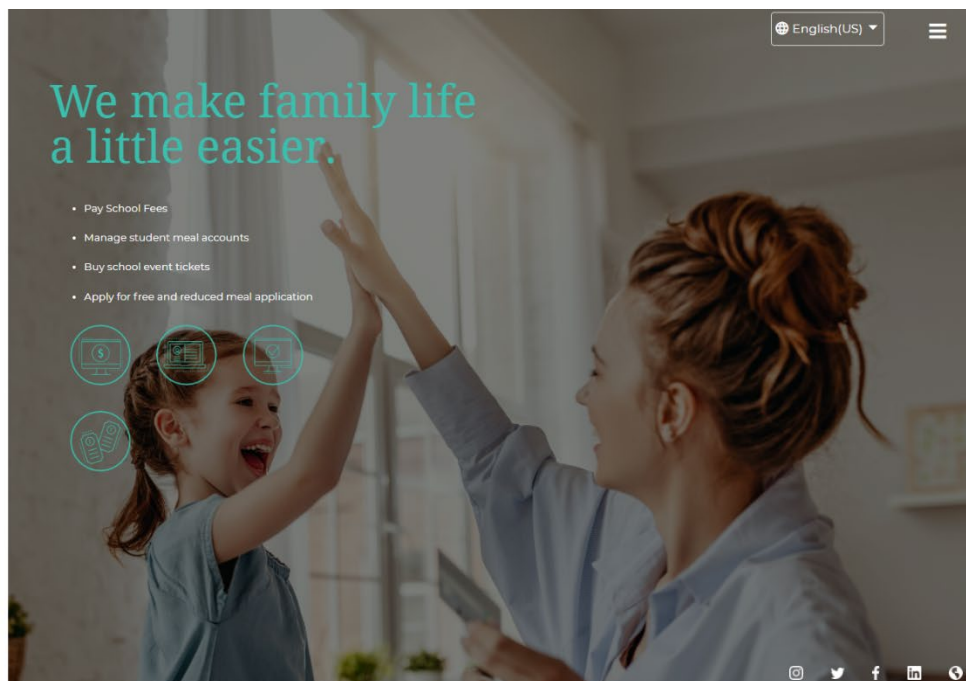
Step 2- Email Method

Enter email > click Email Me
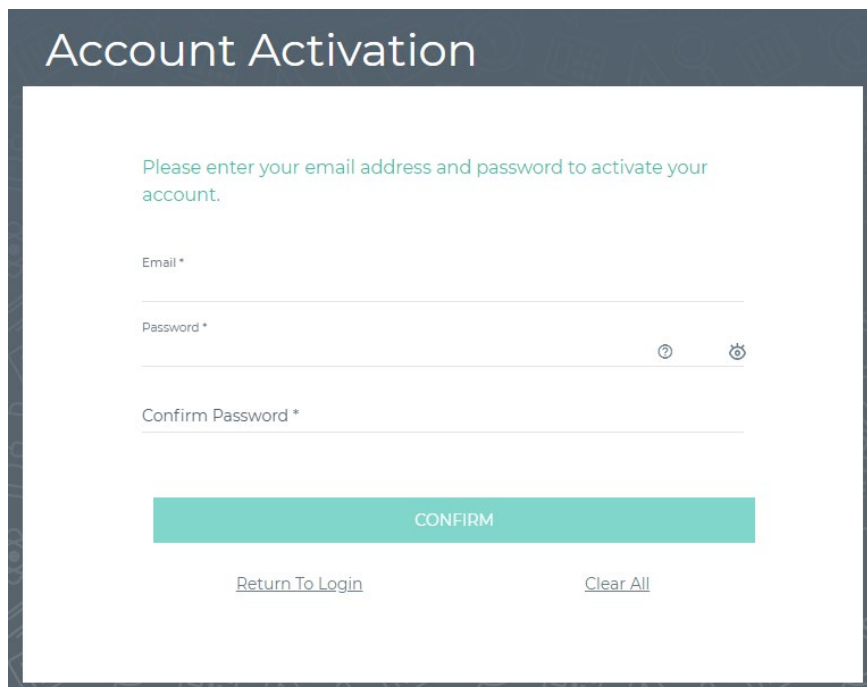
Step 3

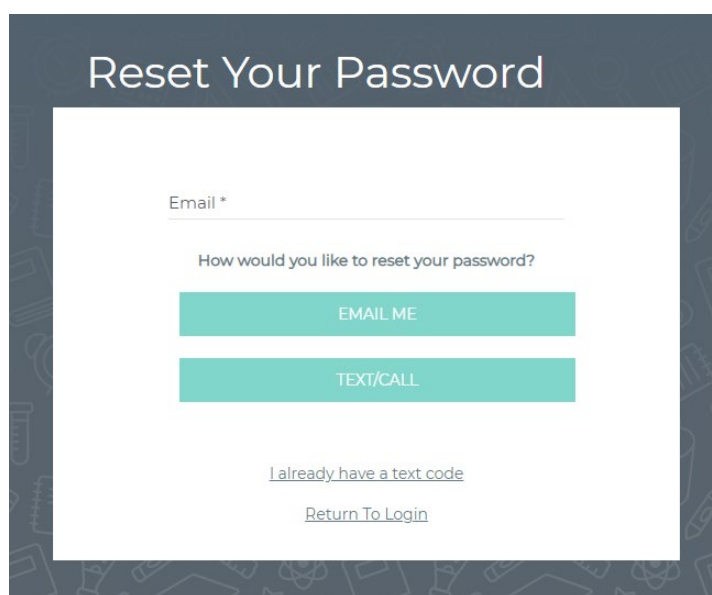An email will be sent with a link to reset password > Click link > enter information below > Click confirm

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

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

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