

Step-by-Step Guide for Parents

Getting started with e~Funds for Schools



CREATING A NEW ACCOUNT

- 1. Visit the website provided by your district.
- 2. Click on Create an Account.
- 3. Provide requested information.
- 4. Click Create Account.



ACCOUNT MANAGEMENT PAYMENT INFORMATION

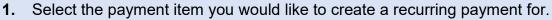
- 1. Log into your Account
- 2. Select Payment Methods under Payment Settings.
- 3. Select New Credit Card or New Direct Debit to add new payment information.
- **4.** After entering all required information, read Consent and select **Add** to save information to account.

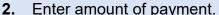


ACCOUNT MANAGEMENT STUDENTS

- **1.** Log into your account.
- 2. Select Manage Students under Manage Account.
- **3.** Enter student Last Name and Student Number.
- 4. Select Add Student(s).
- **5.** Repeat steps 2-4 to add additional students.

SET UP RECURRING PAYMENT





- 3. Select Add to Cart.
- 4. Select Begin Checkout
- 5. Select **Edit** (from the Confirm Payment screen)
- **6.** Select the arrow under frequency
- **7.** Change the "1" under number of payments to the number of times you would like the payment to process.
- 8. Select Confirm
- **9.** Change the start date to your desired payment date.
- **10.** Select **Schedule Now**. Save the reference #. A payment notice will be emailed when payment is made.

MAKE A PAYMENT

- **1.** Select type of payment you would like to make.
- 2. Select student.
- **3.** Enter amount of payment.
- 4. Select Begin Checkout.
- **5.** Choose payment method or enter new method.
- 6. Review items and total.
- 7. Select Pay Now.



There is a \$1.25 transaction convenience fee for each electronic checking payment that you make. For payments made by credit or debit card, there is a convenience fee of \$2.85 per each \$100 increment in the transaction. When you set up your account, please review your options carefully.