

3.18.2020

Registration

Create User

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

- 6) [forgot my password](#) to request a new email.
- 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 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 **SECURE** 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) 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  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



- 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, nickname, 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.




- 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 **CONTINUE**.

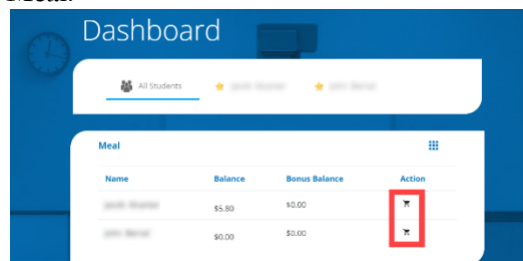
Meal and Fee Payments

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

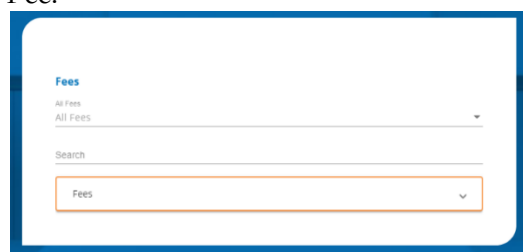


right of your student's name. To make a fee payment, scroll down to the Fees card and click the  next to the fee you wish to pay.

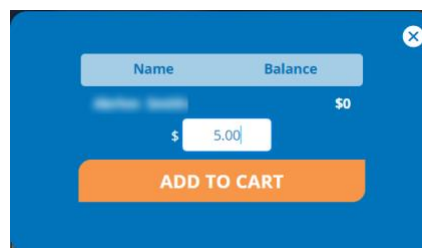
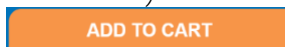
Meal:



Fee:

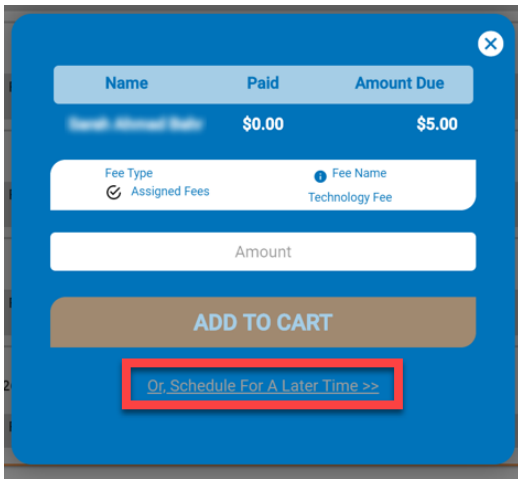


- 2) Enter the amount you wish to add to the lunch account or how much you'd like to pay towards your fee (if partial payments are allowed) and click

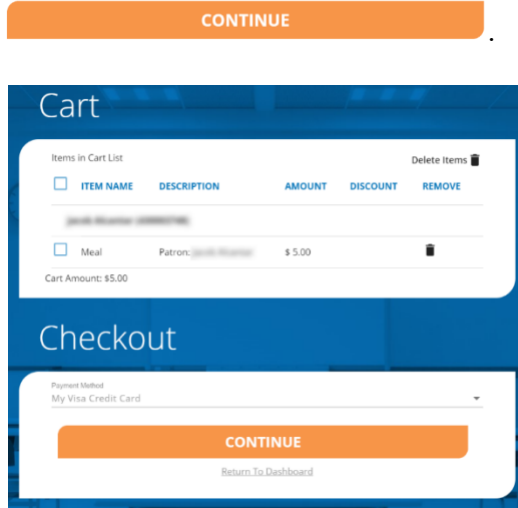


- 3) You will now see a blue circle in the upper right-hand corner of your screen where your cart is. The blue circle indicates there are items in your cart and the number indicates the amount of items.

- If you would like to schedule your fee payment for a later date, click [Or, Schedule For A Later Time >>](#).



- To check out, click on the white shopping cart in the upper right-hand corner of the Dashboard screen.
- Review and update the items in your cart and make any necessary changes.
- Select your payment method and click




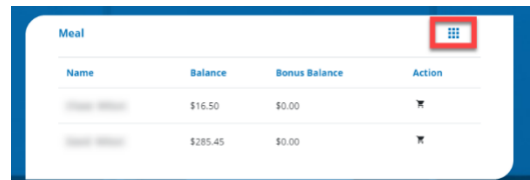
- Check the box in the Totals pop-up window to agree to the terms and conditions and click



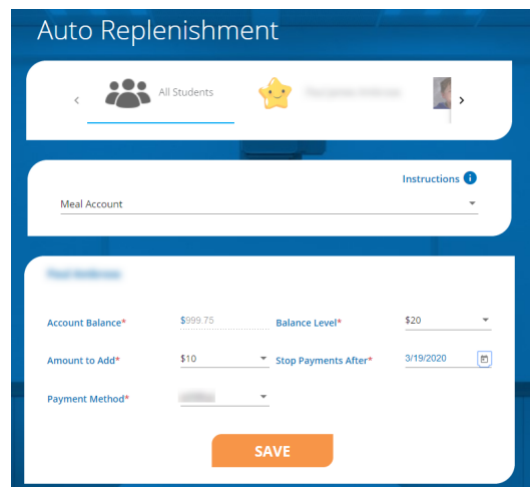
- After completing your purchase, you will receive an email with a receipt listing the item(s) purchased. You can also view your payment history by opening the Menu and clicking on the [Payment History](#) option.

Auto-Replenishment

- To set up auto-replenish, click the [Auto-Replenishment](#) option in the Menu. You can also access Auto-Replenishment by clicking  in the Meal card.





- 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.




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



- 4) Read the Terms and Conditions and agree by putting a check mark in the box and clicking .
- 5) An orange toggle will appear, which indicates auto-replenishment is on.
- 6) 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.

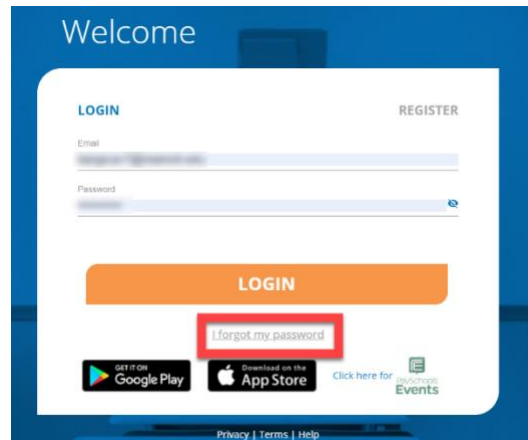
Status  indicates the balance level has been met and your account will be replenished that day.

Status  indicates the balance level has not yet been met and auto-replenishment has not kicked off.

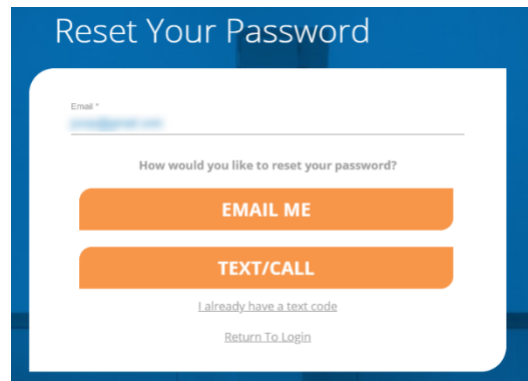
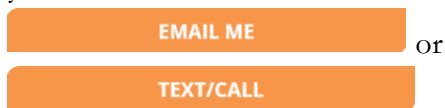
- 7) To turn off auto-replenish, simply click the orange toggle.

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.

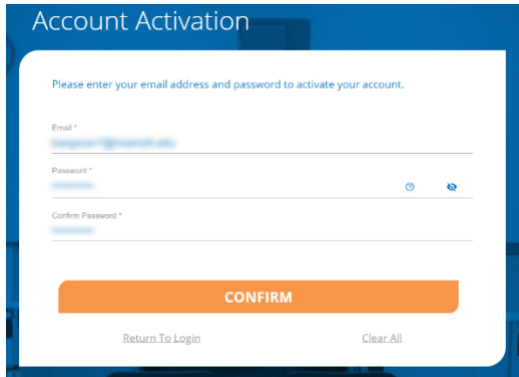


- 2) Enter in the email address associated with your account where indicated and click



Email

- 1) The  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  to submit your changes.



Account Activation

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

Email *

Password *

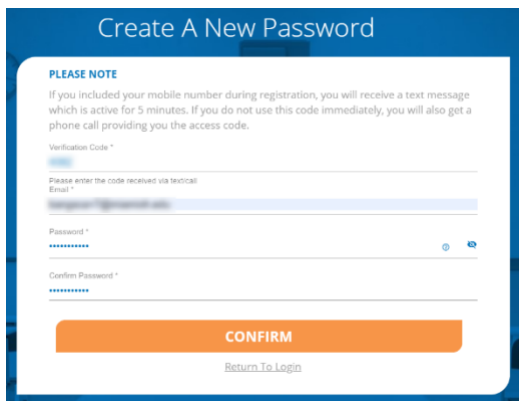
Confirm Password *

CONFIRM

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

Text

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



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 *

Please enter the code received via text/call:
 Email *

Password *

Confirm Password *

CONFIRM

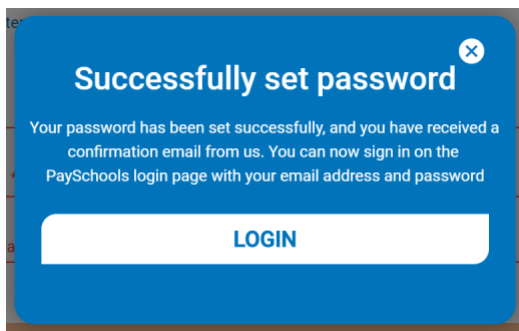
[Return To Login](#)

- 2) For either the email or text/call option, click



CONFIRM

to submit your changes. You will see the following pop-up, which indicates you successfully created a new password.



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