

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

PaySchools Central
Welcome back! Please login to your account.

Email

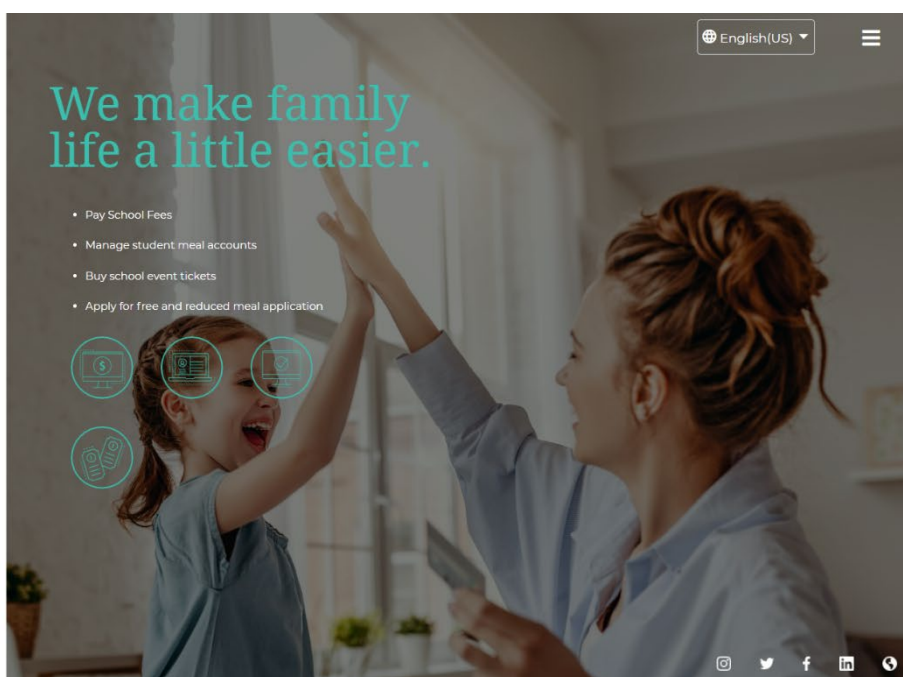
Password

[Forgot Password](#)

To obtain a paper Free/Reduced meal application, please contact your school district.

[Click here for School Events](#)

[Privacy](#) | [Terms](#)
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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 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](https://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

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.

<p>Grace Cooney</p> <p>STUDENT ID: 354173</p> <p>DISTRICT NAME: Anywhere USA</p> <p>SCHOOL NAME: High School</p> <p>GRADE: 11</p> <p>RELATIONSHIP: Non-Guardian</p>	<p>Dolly Parton</p> <p>STUDENT ID: 9957694873</p> <p>DISTRICT NAME: Anywhere USA</p> <p>SCHOOL NAME: Early Learning Center99</p> <p>GRADE:</p> <p>RELATIONSHIP: Self</p>
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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.

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

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

Navigation: All Students | Adam Elizabeth SMITH | Brooke Rebecca Smith

Meal

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

Fees

All Fees
All Fees

Search

Fees

Optional

Navigation Menu:


- 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

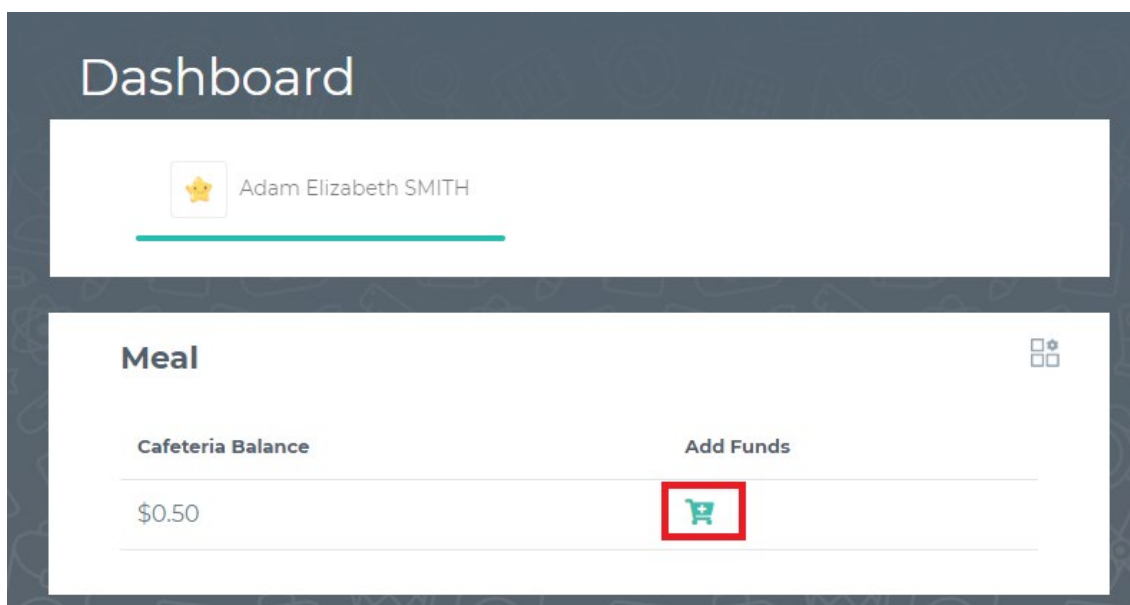
Version: 2022.08.31

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.

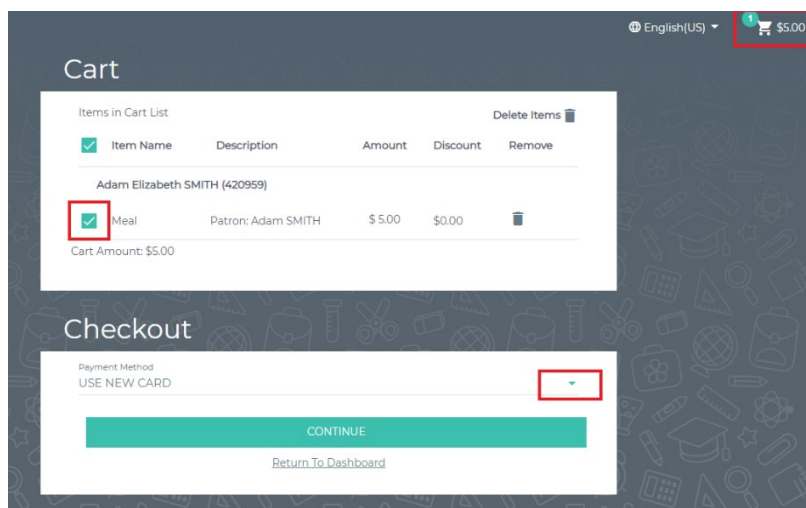
One-Time Lunch Payments

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

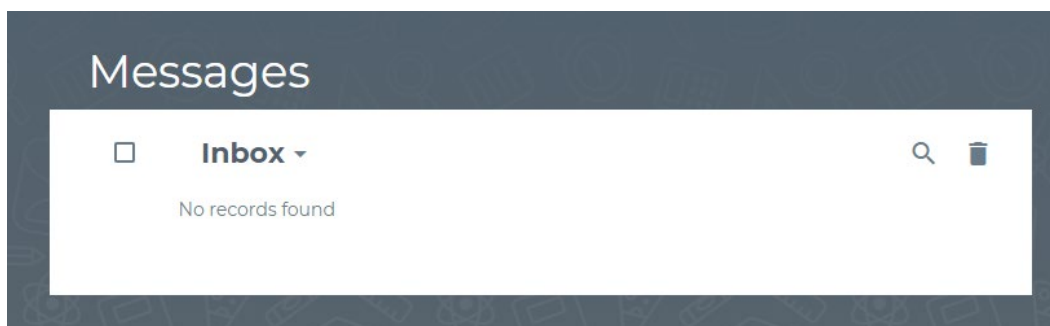


- ✓ Click on the shopping cart, upper right corner
- ✓ Check items to purchase
- ✓ Add new or existing card
- ✓ Click Continue



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.

 A screenshot of the 'Notifications' settings page. The page has a dark blue header with the word 'Notifications' in white. Below the header are four sections: 'Meal Account', 'Fees', 'Fund Account', and 'Monthly Statement'. Each section has a table of settings and a toggle switch. The 'Meal Account' section has a red box around the 'Instructions' link and another red box around the 'Low Meal Balance' toggle, which is currently turned on (green). The 'Fees' section has three rows of settings. The 'Fund Account' section has two rows of settings. The 'Monthly Statement' section has one row of settings.

Meal Account			
Balance	Amount \$ 5.00	Low Meal Balance	<input checked="" type="checkbox"/>
Day of Month	Select Day Last Day	Balance Reminder	<input type="checkbox"/>

Fees			
Days Notice	Select Day 1	Fee Due	<input type="checkbox"/>
Days Notice	Select Day 1	Upcoming Payment	<input type="checkbox"/>
Days Overdue	Select Day 1	Overdue Fee	<input type="checkbox"/>

Fund Account			
Balance	Amount \$ 5.00	Low Fund Balance	<input type="checkbox"/>
Day of Month	Select Day Last Day	Balance Reminder	<input type="checkbox"/>

Monthly Statement			
Day of Month	Select Day Last Day	Monthly Statement	<input checked="" type="checkbox"/>

Profiles for you, staff, & Student(s)

If you need to update your profile information or security questions

Account



Your Profile



Secure Account

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.

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.

<p>Adam SMITH  </p> <p>STUDENT ID 420959</p> <p>SCHOOL NAME Middle School</p> <p>RELATIONSHIP Non-Guardian </p>	<p>DISTRICT NAME Anywhere USA</p> <p>GRADE 7</p>
<p>Brooke Smith  </p> <p>STUDENT ID 420708</p> <p>SCHOOL NAME East Elementary</p> <p>RELATIONSHIP Non-Guardian </p>	<p>DISTRICT NAME Anywhere USA</p> <p>GRADE 1</p>

ADD STUDENT / STAFF

[Return To Dashboard](#)

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](#)

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

Auto Replenishment

All Students

Adam Elizabeth SMITH

Brooke

Meal Account

Instructions

Adam SMITH

Account Balance*	\$0.5	Balance Level*	\$5
Amount to Add*	\$10	Stop Payments After*	
Payment Method*	Work		

SAVE

Brooke Smith

Account Balance*	\$7.5	Balance Level*	\$5
Amount to Add*	\$10	Stop Payments After*	
Payment Method*	Work		

SAVE

VIEW ALL HISTORY

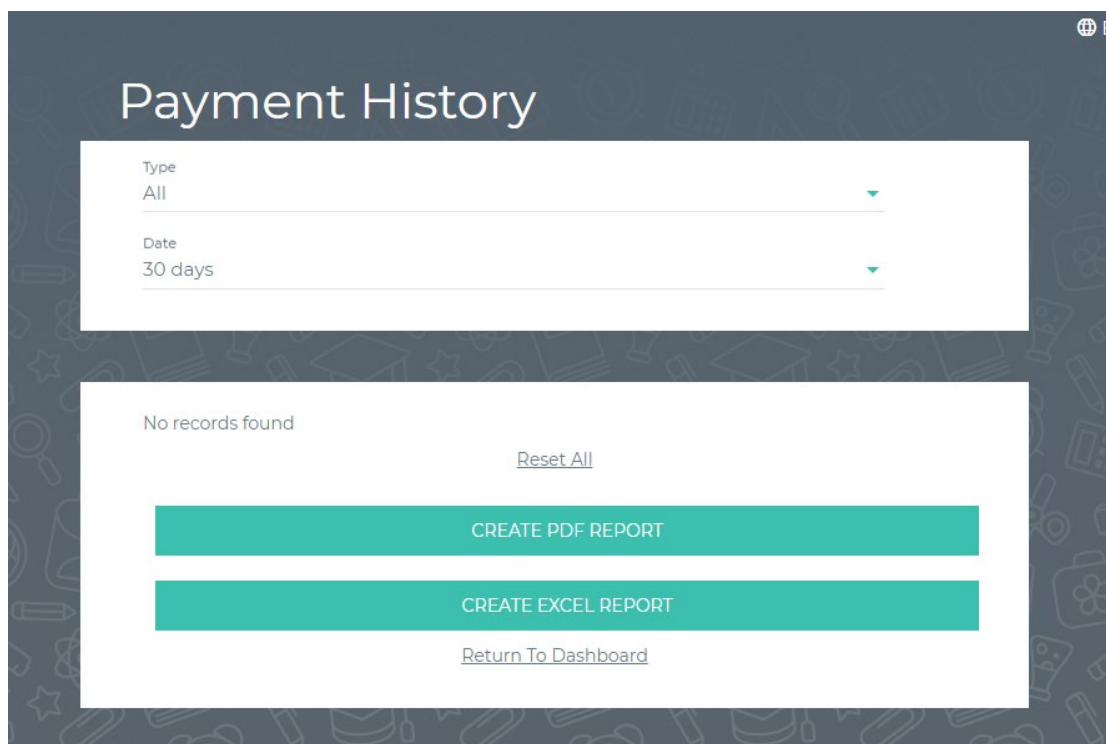
TURN OFF ALL AUTO-REPLENISHMENT

[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.

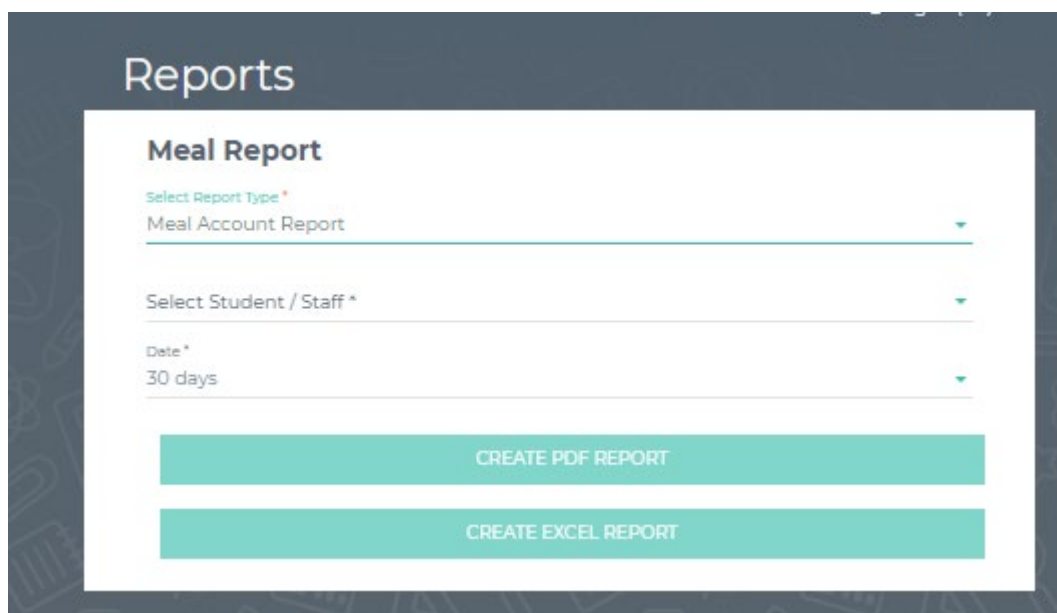
Reports

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". Under the heading "Meal Report", there is a form with the following fields:

- Select Report Type ***: A dropdown menu with "Meal Account Report" selected.
- Select Student / Staff ***: A dropdown menu.
- Date ***: A dropdown menu with "30 days" selected.

Below the form are two teal buttons:

- CREATE PDF REPORT
- 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	 

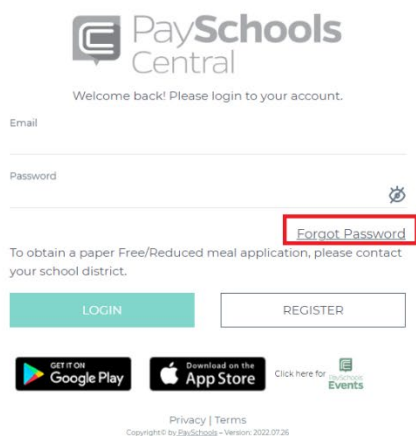
Fee Name	End Date	Amount Due	Student	Action
22-23 Tuition Fee	10/07/22	\$0.00	Brooke Rebecca Smith	 
Fee Type Optional Fee				

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



PaySchools Central
Welcome back! Please login to your account.

Email

Password

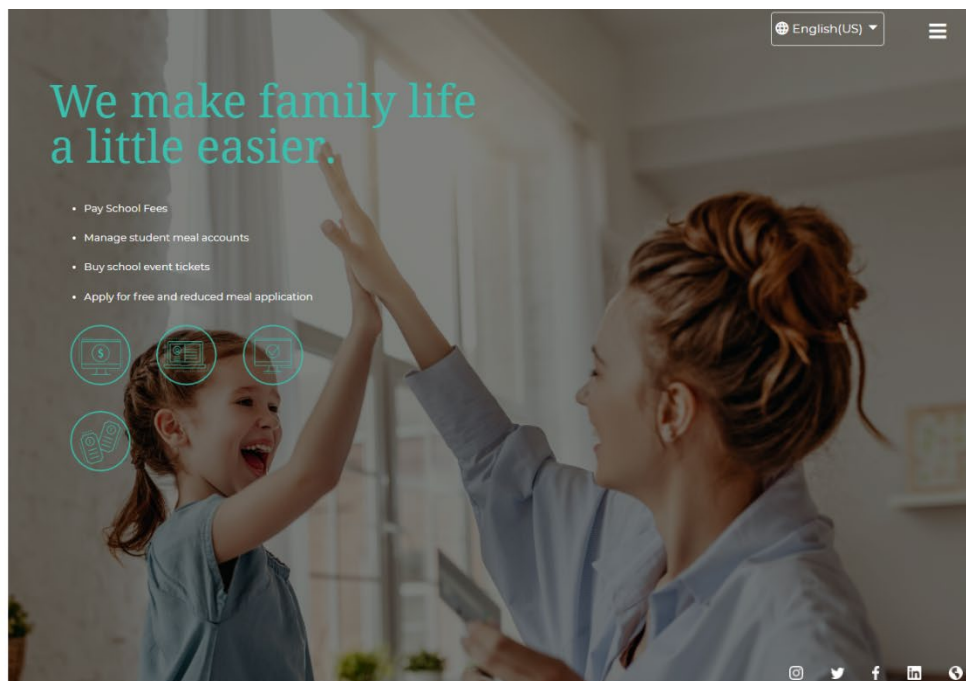
[Forgot Password](#)

To obtain a paper Free/Reduced meal application, please contact your school district.

[LOGIN](#) [REGISTER](#)

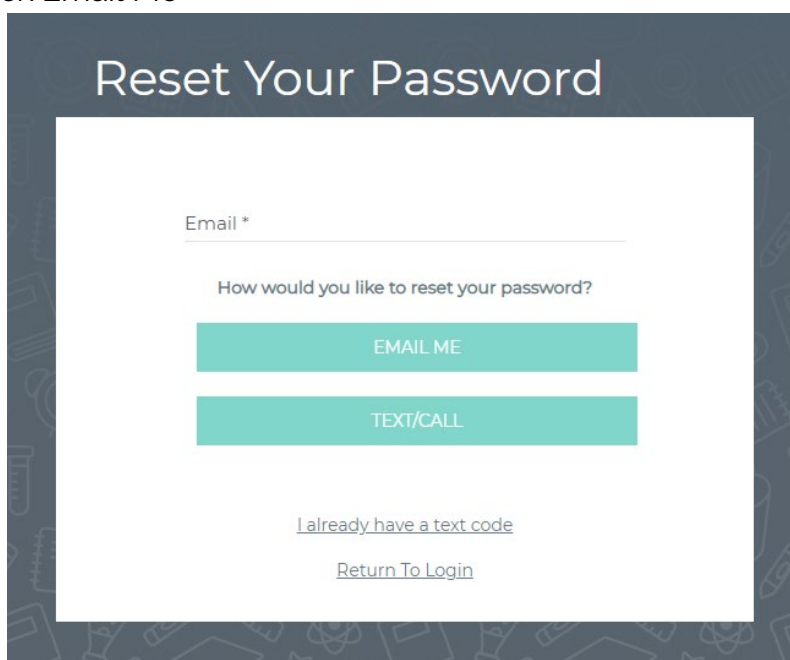
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[Download on the App Store](#)
[Click here for Google Play Events](#)

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Step 2- Email Method

Enter email > click Email Me



Reset Your Password

Email *

How would you like to reset your password?

[EMAIL ME](#)

[TEXT/CALL](#)

[I already have a text code](#)

[Return To Login](#)

Step 3

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

Account Activation

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

Email *

Password *

Confirm Password *

[Return To Login](#) [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

Reset Your Password

Email *

How would you like to reset your password?

[EMAIL ME](#)

[TEXT/CALL](#)

[I already have a text code](#)

[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