Step-by-Step Guide for Parents

Getting started with e~Funds for Schools

CREATING A NEW ACCOUNT

Before starting, be sure you have your Student's ID Number from the school. If you do not have one yet, contact the school.

1. Visit the website that was provided to you by your school district.
2. Click on **Register Here.**
3. Provide requested information.
4. Click **Sign Up!**
5. Use the Student ID Number you school has provided you, along with your student's last name. Add multiple students at this time if you have more than one child. Click **Add**.
6. Once all students have been added, click **Continue to Account Overview**. You are now ready to make a payment.

NOTE: You will not need to perform registration in the future. Please remember your username and password for return users.

PAYMENT METHOD SET UP

1. Under **Payment Options**, click **Make a Payment**
2. Enter your Checking Account OR Credit/Debit Card information.
3. Click **Save.**
4. Return to Payment.

SCHEDULE A ONE-TIME PAYMENT

1. Under **Payment Options**, click **Make a Payment.**
2. Select the student you wish to make a payment for.
3. Enter the dollar amount you would like to deposit for each student.
4. Select the date in which you would like to make your payment.
5. Click **Continue.**
6. Verify your payment information is correct and accept convenience fee(s).
7. Click **Submit.**
8. Print receipt for your records.

VIEW PAYMENT HISTORY

1. Under **Payment Options**, click **View Payment History.**
2. Your past 30-day history will be displayed.
3. Click the drop down menu on the right to view payments for your current or previous school year.

SCHEDULE RECURRING PAYMENTS

1. Under **Payment Options**, click **Schedule a Pre-Authorized Payment.**
2. Select the student you wish to make a payment for.
3. Enter the dollar amount you would like to deposit for each student.
4. Select the date in which you would like to make your payment and repeat frequency.
5. Click **Continue.**
6. Verify your payment information is correct and accept convenience fee(s).
7. Click **Submit.**
8. Print receipt for your records.

ADD LOW MEAL BALANCE PAYMENTS (Where applicable.)

- Under **Advisory Services**, click **Low Meal Balance.**
- Enter a Minimum Balance and Replenish amount.
- Check the box under **Notice** to receive emails when your student's account is low.
- Check the box under **Auto Replenish** to automatically have the **Replenish Amount** added to your student's account when the balance is low.
- Click **Apply Low Meal Balance Settings.**

e~Funds for Schools

Ver 6.17