Instructions for Parent Registration

Go to: https://barberton.payschools.com

Register

Once they click Register, here they will need to select Parent
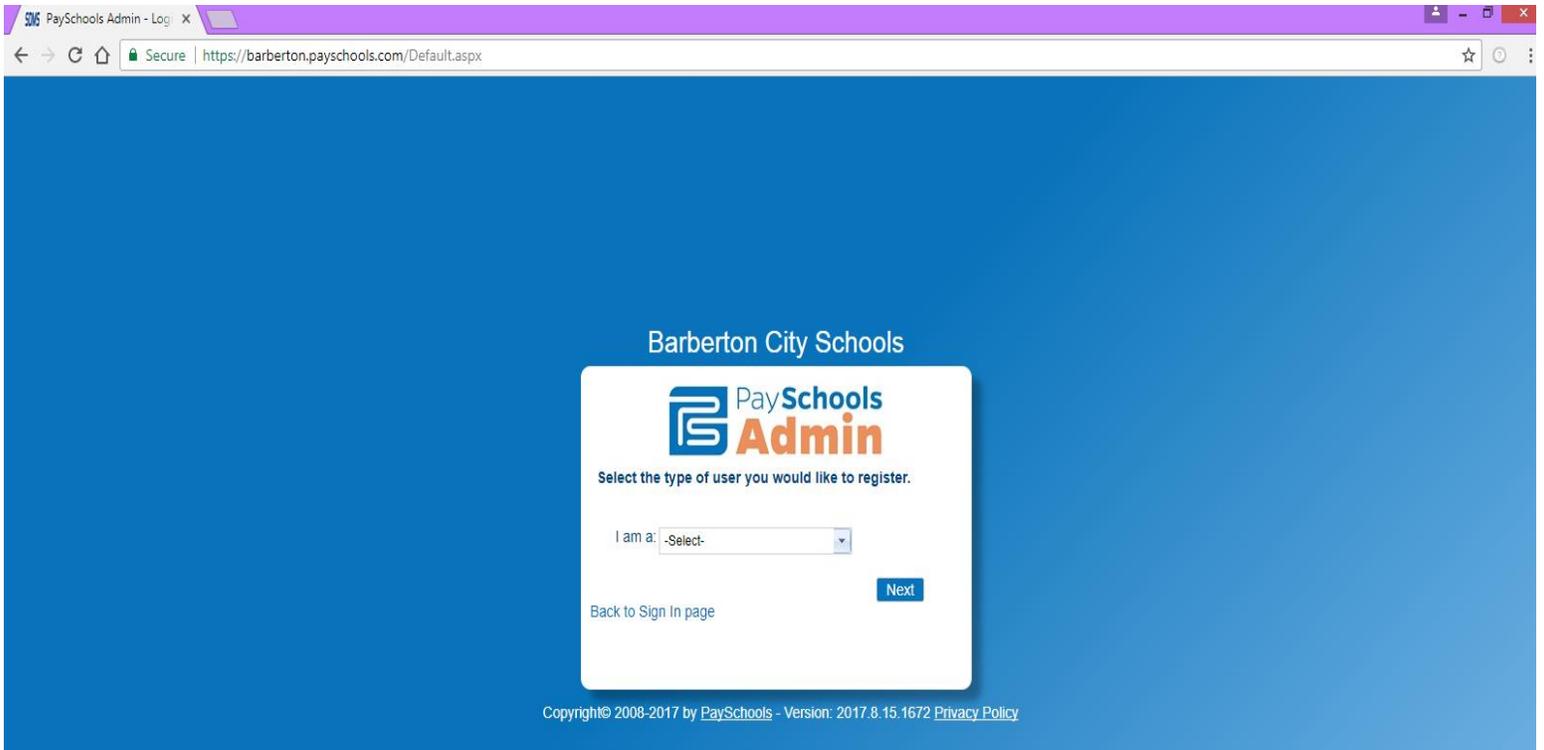
Instructions for Parent Registration

Now they begin filling in their information:

Once they complete the information and click Finish it will take them back to the Log-In screen.

We cannot see their Passwords or Security Questions/Answers.

They can call Payschools directly at 855-210-8232, for any questions at all.

Instructions for Parent Registration

Now they are registered and can start the application process.

Application process
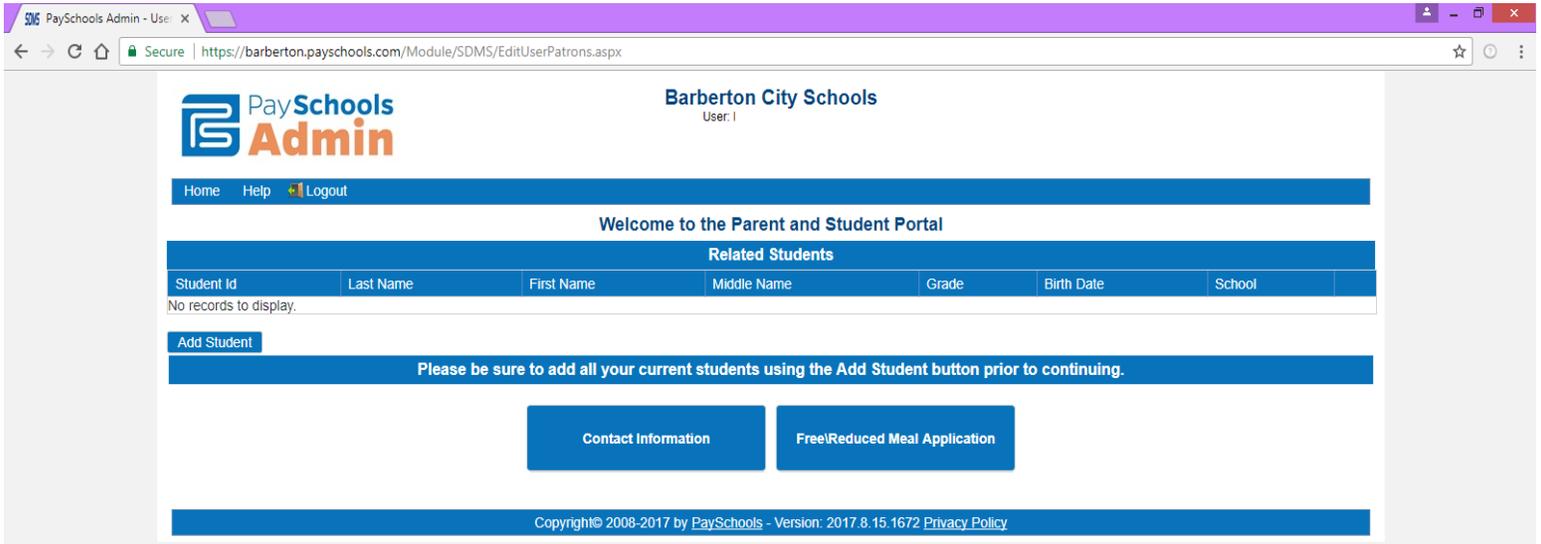
If they change any information in the Contact Information Box (it will not hold, if it's different than DASL).

Begin Free/Reduced Meal Application, once they click on Free/Reduce Application this pops up

They can now select on how they want notified Mail or Email. Fill in information then click Save

Instructions for Parent Registration

Now it's time to start adding students – Select Return to Add Students

Now they are back at this screen to add students.

Instructions for Parent Registration

They will need to fill in all information: Student ID, Student First and Last Name. They **MUST** match exactly how they are entered into DASL. Then Click Continue
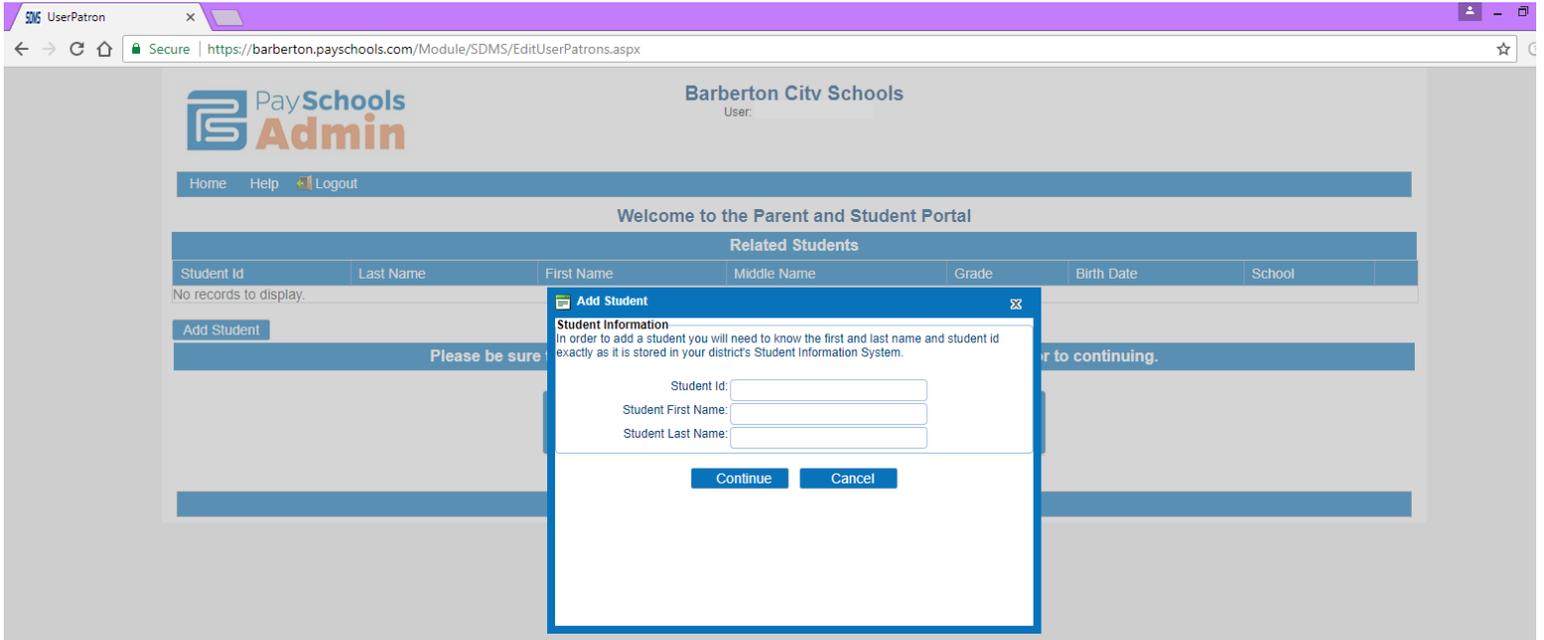
Once a student is added they will see this screen. They can add more students by repeating the step above or click on Free/Reduced Meal Application to continue (only if **all** students are added should they click that.)
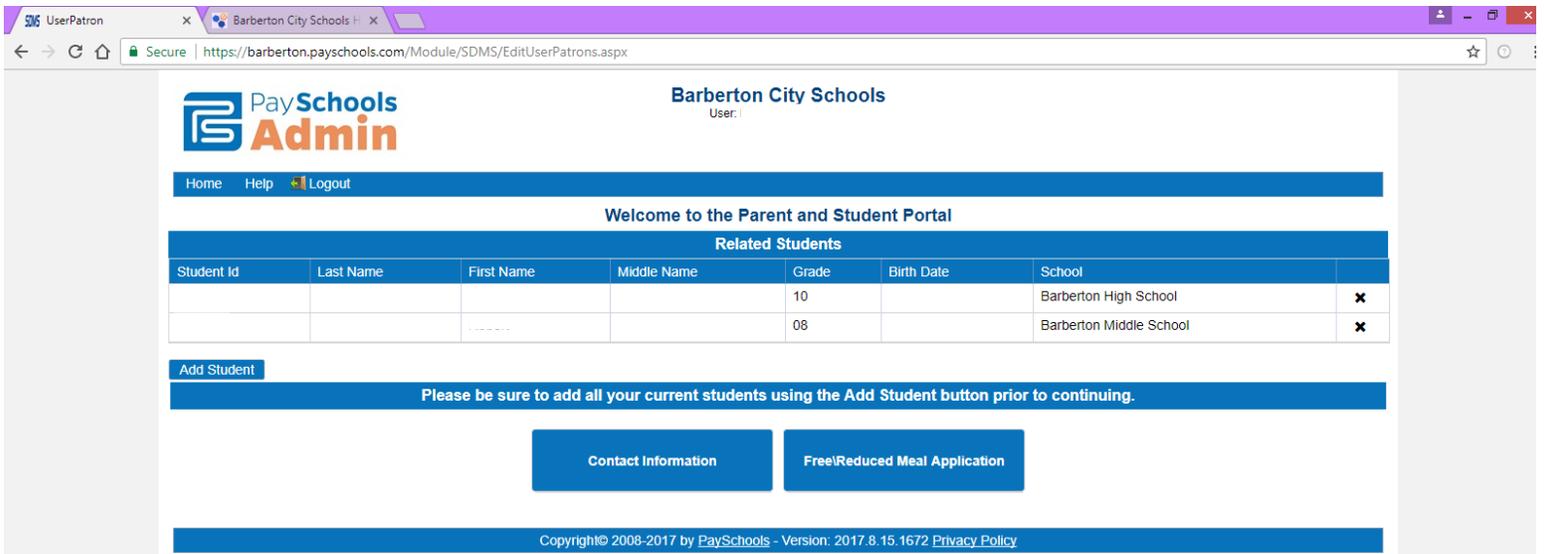
Instructions for Parent Registration

Now begins the Application Process
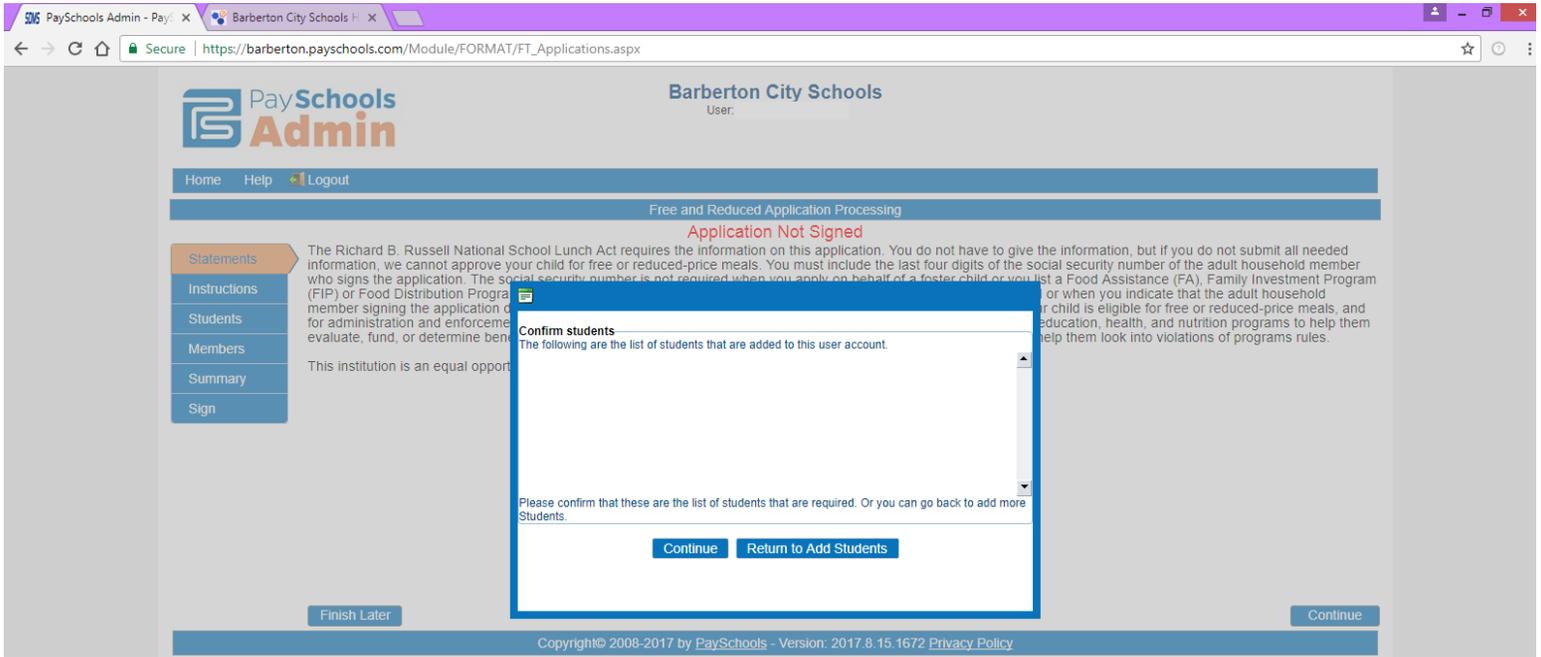
They click on Continue, then Create New Application
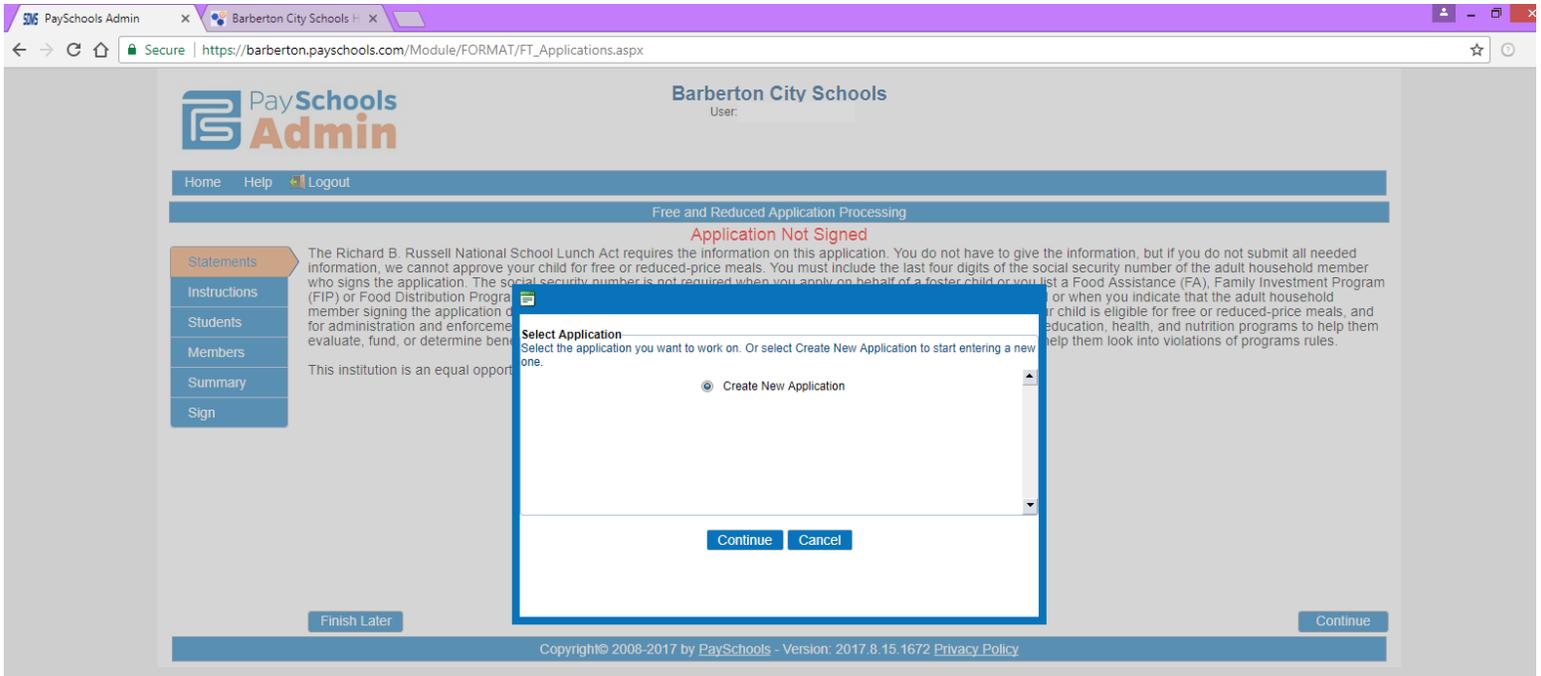
Then Continue

Instructions for Parent Registration

They have to select all student(s) they are applying for.

If they are Foster Placed they are to check the box. This will be verified with EMIS.

Then click Next
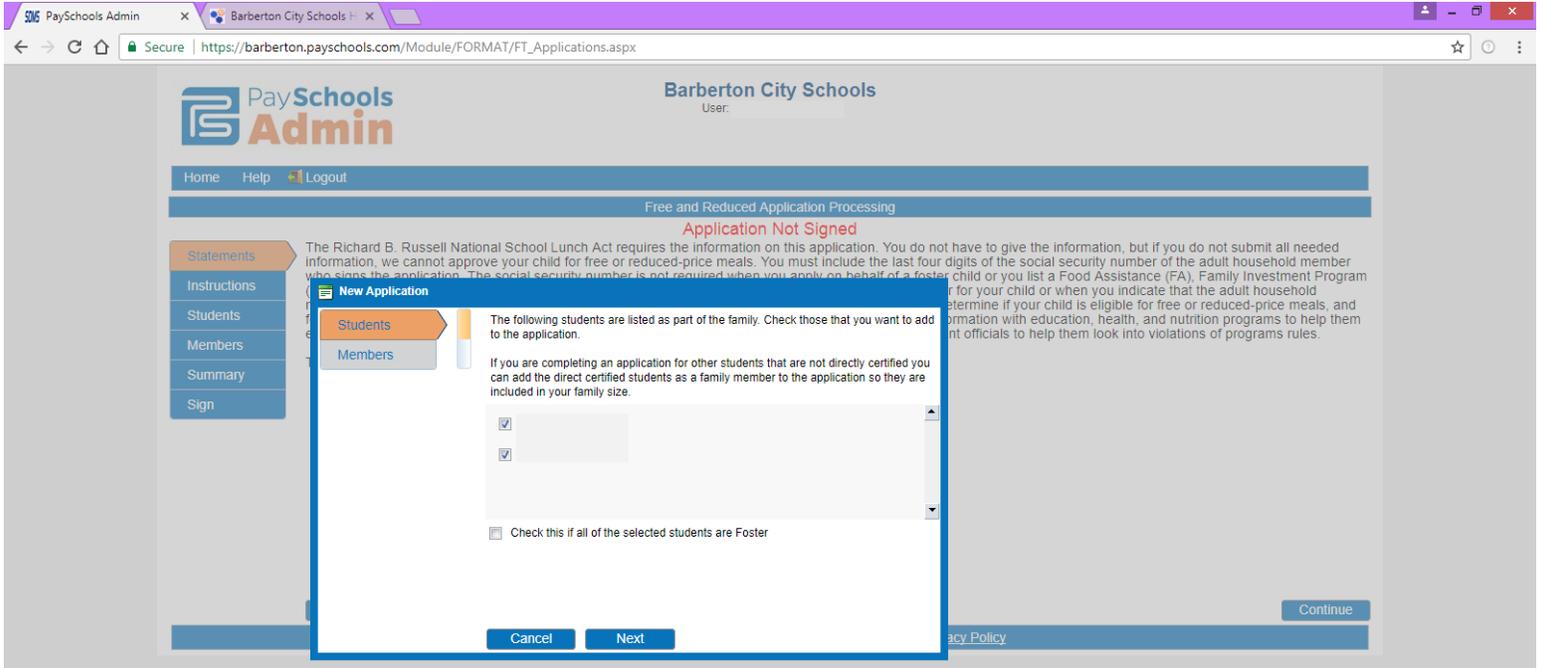
Click next (they will be able to add members in a couple of steps)
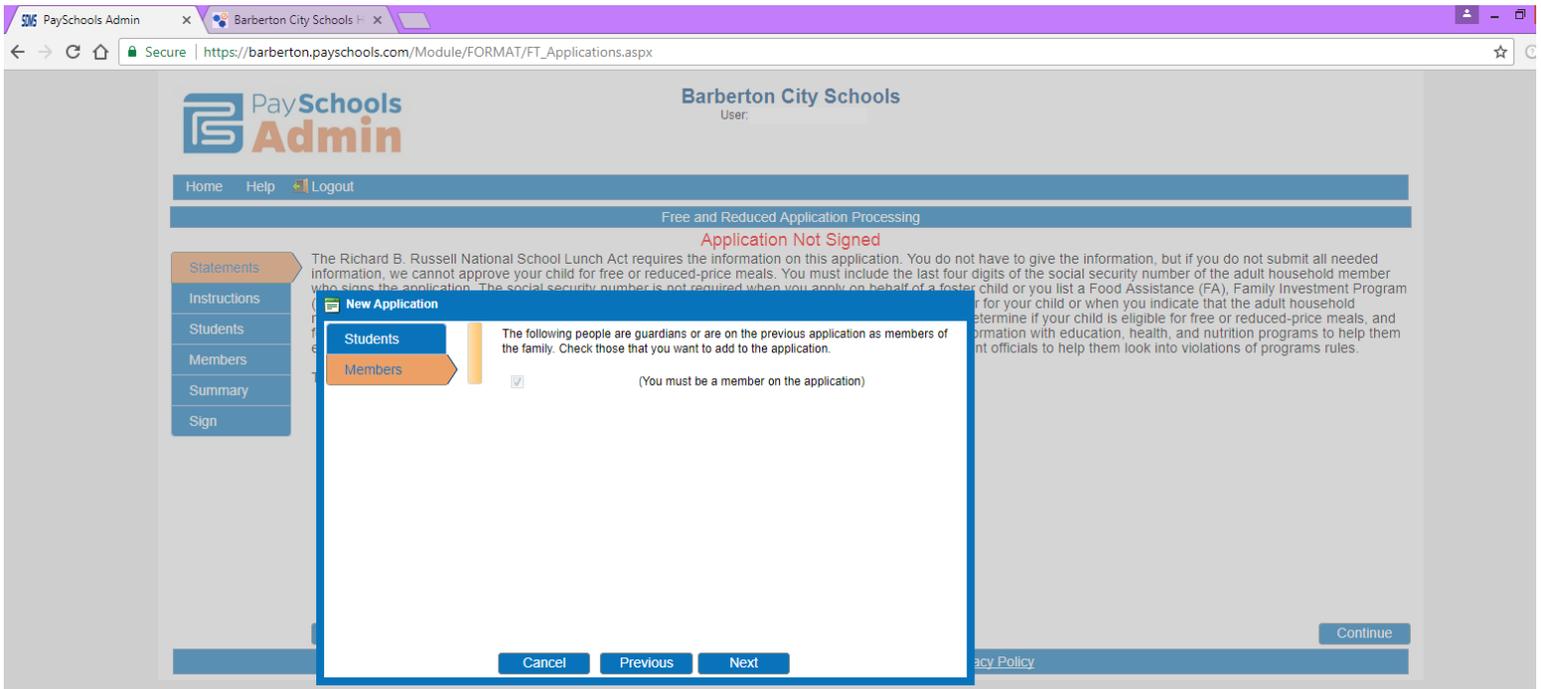
Instructions for Parent Registration

Now they start adding Student Information in:

Assistance Type, Special Situation, Foster Child or Earns Income.

They must put in the 10 digit SNAP/TANF Number, only if acceptable

They have to answer each question (it will not allow you to move forward until you do so)

If they don't have Assistance or Special Situation they MUST mark **None of These** for both questions , must mark NO if not Foster Placed or No Income.

Then Next

They will repeat that step for each student they have. Once ALL students are completed. Next

Now its Members turn, there will be a different place to add Members
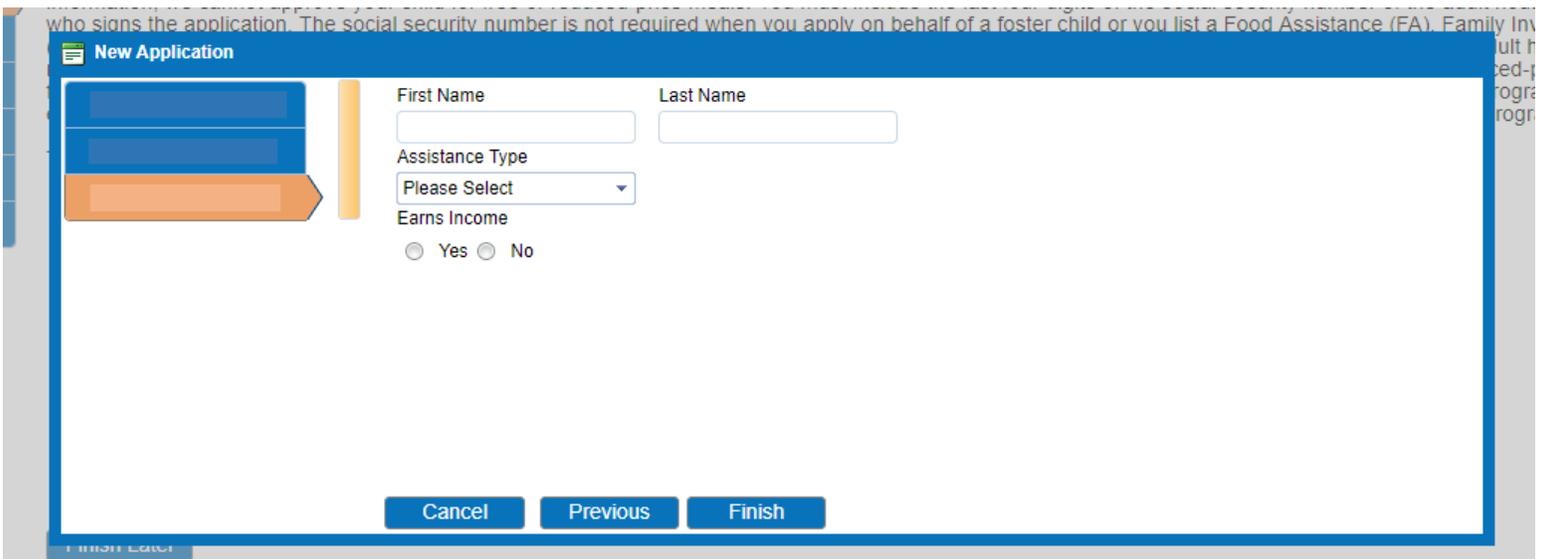
Instructions for Parent Registration

They must fill in Assistance Type (if no assistance than mark None of these) and Income

Click Finish

The statement comes up that we are required to have, click on Continue

Then again – Click Continue

Here they can add more students, if they forgot someone ☺

If everything looks good they can click Continue

Instructions for Parent Registration

This is where the Members are

Parents/Guardians/Anyone in the household that's not in school, but lives in the house they **must be added here.** Assistance Type must be filled in, then click on Insert. Once completed click Continue

Now they can review their application

Instructions for Parent Registration

This box MUST be filled in before they can click on Continue

☐ By checking this BOX, you certify that 4 people are in your household and all family income is listed.

If everything is correct click Continue

Now they are to Sign the application – They need last 4 digits of their Social Security Number and their Password they logged in with

Now they can click Sign

Instructions for Parent Registration

Fee Waiver, I would just recommend them clicking this box regardless of what school their student attends. (It would just be easier.) If they select this box all student will be included and they only have to click once, otherwise they will have to mark this for each student

☐ Check this box if you would like to use these choices for the remaining students

Then click Next, once all boxes are marked.

Instructions for Parent Registration

They have to sign one more time, then click Finish

Disclosure Choices

Sign

Signer:
Last 4 of SSN: ***-**-_____   ☐ No SSN/Not Applicable
Date Signed: 8/15/2017   ⊞
Preferred Language: English ▾

Electronic Signature
By entering **my password** below I certify (promise) that all the information on these disclosures is true and that all income is reported. I understand that the school will get Federal funds based on the information I give. I understand that school officials may verify (check) the information. I understand that if i purposely give false information, my children may lose meal benefits, and I may be prosecuted.

Password: _____

Cancel   Previous   Finish

Once the Disclosures Signed, they click on Close

Instructions for Parent Registration
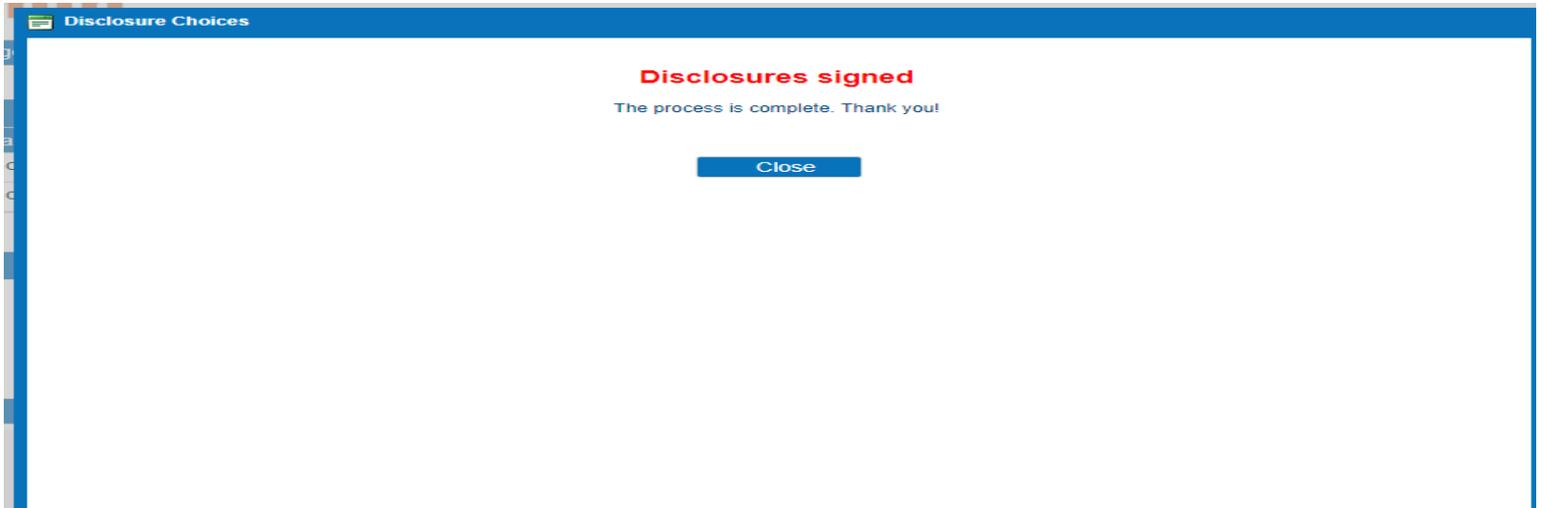
Now the application is completed this is what they will see. Parents will receive a letter letting them know what their new meal status will be.
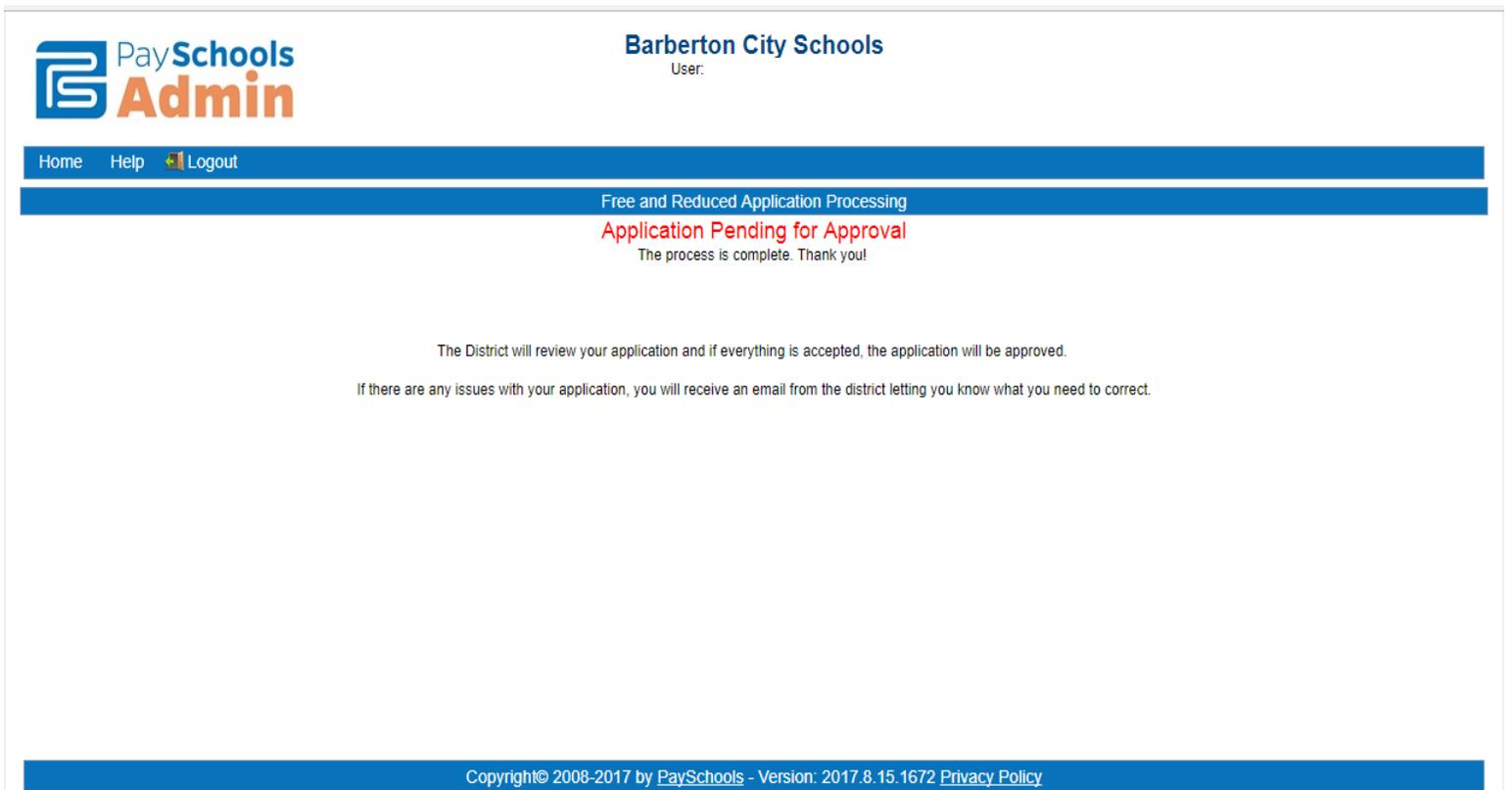
They can Logout now.

Please remember from the time they see this screen it will take up to 10 business day to receive their Determination Letter.