



3.18.2020

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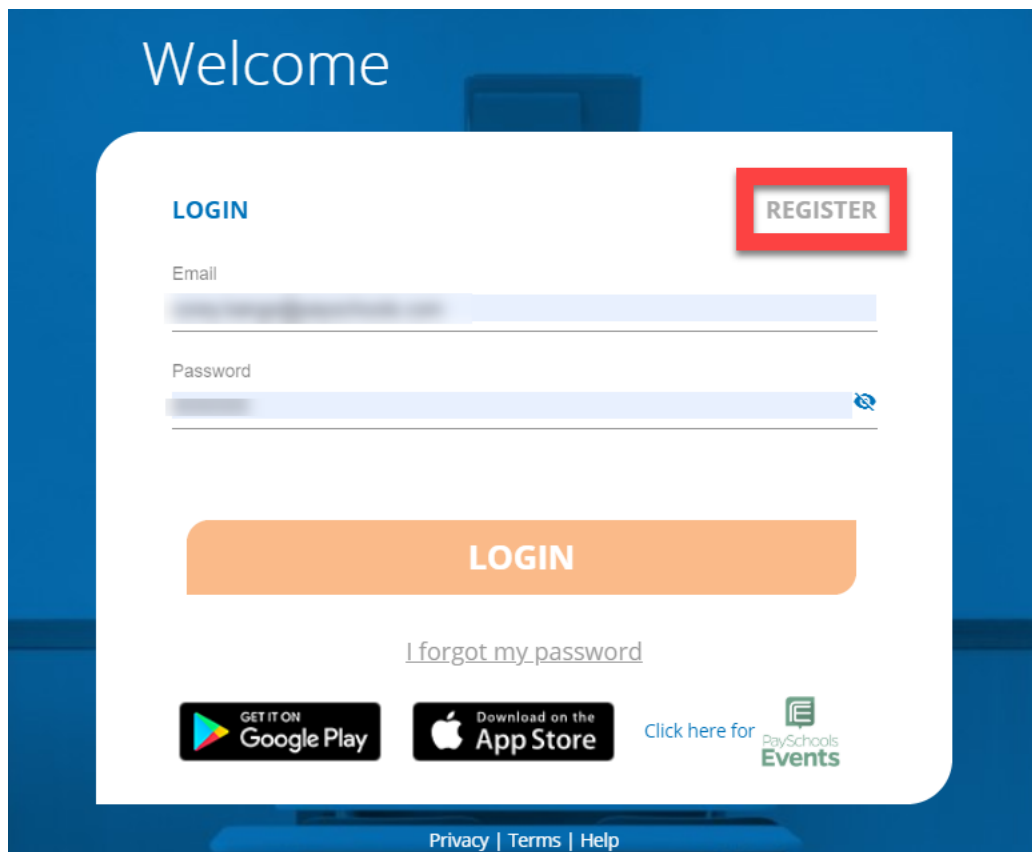
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Registration

Registration is quick and easy. Make sure to have all ID numbers for the people you wish to add to your account. For privacy purposes, PaySchools is unable to give out student information. Please contact your school if you need to validate.

Create User

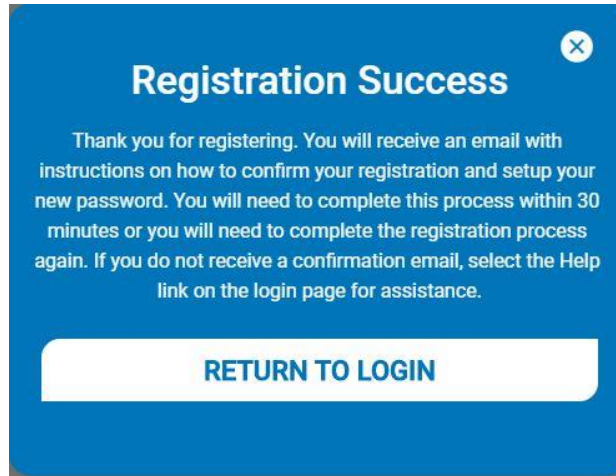
- 1) To set up an account, go to www.payschoolscentral.com and click **REGISTER**.



- 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.

The screenshot shows the 'Register' page of the PaySchools Central website. The page has a blue header with the title 'Register' and a navigation menu with tabs for 'Register', 'Students', 'Payments', and 'Notifications'. The main content area is a white form with several input fields, each with a blue placeholder and an asterisk indicating it is required. The fields are: Language Preference (dropdown), Email, First Name, Last Name, Address Line 1, Address Line 2, Postal Code (with a location icon), City, State (dropdown), Country (dropdown), Phone Number, and Mobile Number. Below the fields is a checkbox that is checked, with the text 'By checking this box, I agree to the terms of the PaySchools User Agreement.' At the bottom of the form is a large orange 'REGISTER' button, and below that are two links: 'Return To Login' and 'Clear All'. The footer of the page contains the text 'Privacy | Terms | Help'.


- 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.

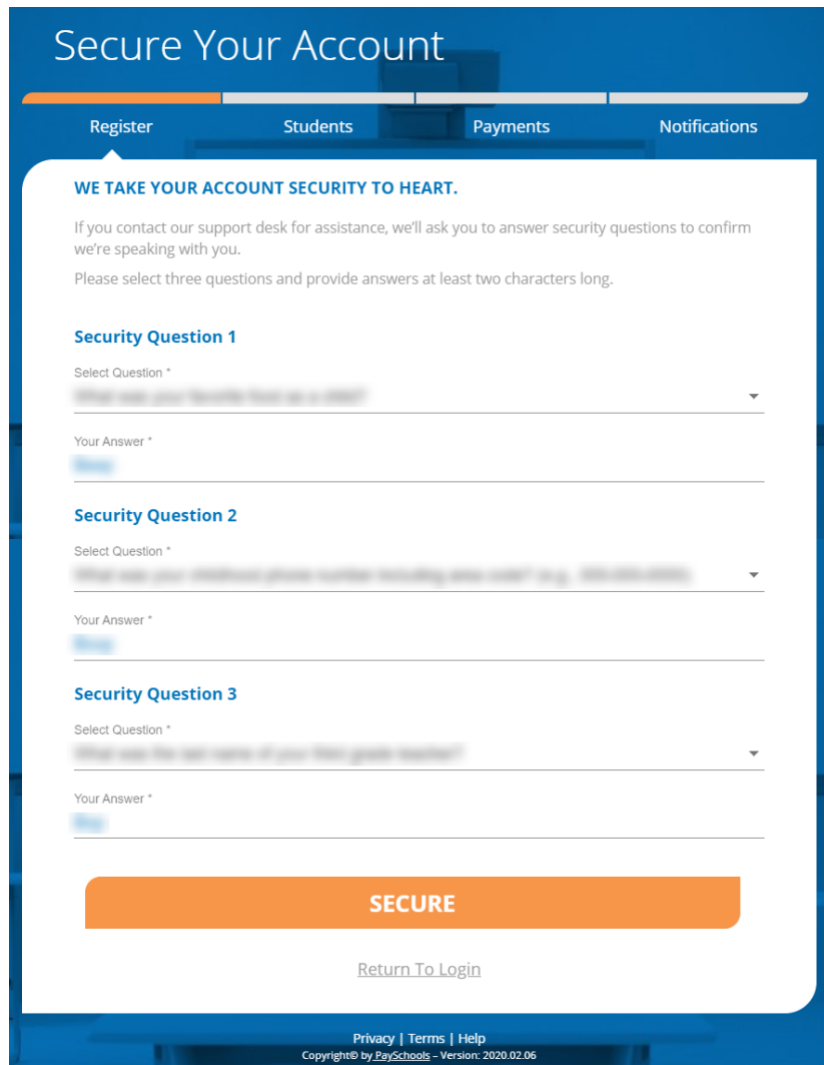


- 5) You **MUST** click the link in the email in order to continue. This link is **ONLY VALID FOR 30 MINUTES**. If you do not activate the link within 30 minutes, please return to www.payschoolscentral.com and click [I forgot my password](#) to request a new email.
- 6) Create and confirm your password in the Account Activation screen after clicking the link in the email. You can view the password complexity rules by clicking [?](#)

A white form titled "Account Activation" on a blue background. The form contains the instruction: "Please enter your email address and password to activate your account." There are three input fields: "Email *", "Password *", and "Confirm Password *". The "Password *" field has a strength indicator and a help icon. Below the fields is a large orange "CONFIRM" button. At the bottom of the form are two links: "Return To Login" and "Clear All". At the very bottom of the page, there are links for "Privacy | Terms | Help".

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  to continue.



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 *
What was your favorite book as a child?

Your Answer *

Security Question 2

Select Question *
What was your address phone number including area code? (e.g. 909-999-9999)

Your Answer *

Security Question 3

Select Question *
What was the last name of your first grade teacher?

Your Answer *

SECURE

[Return To Login](#)

Privacy | Terms | Help
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Add Student and/or Staff

- 1) You have the option to  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

ADD STUDENT / STAFF

You can add as many students to your account as you like, if they are in the same school district. If you have students in two or more districts, you will need to create separate accounts and use different emails/passwords for each district.

Your student or staff information must exactly match the details provided by your school. If you are having trouble adding your student/staff, please contact your school. PaySchools is unable provide student information for privacy reasons.

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 *

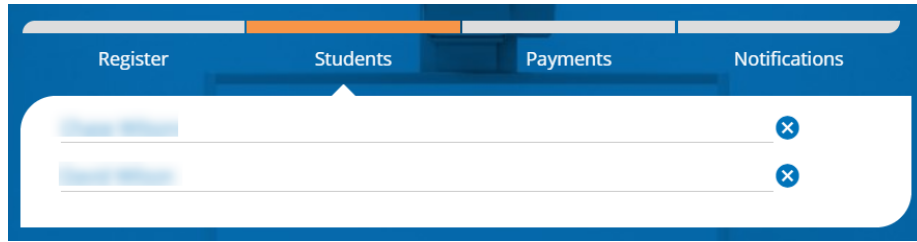
[Clear All](#)

ADD STUDENT / STAFF

SKIP

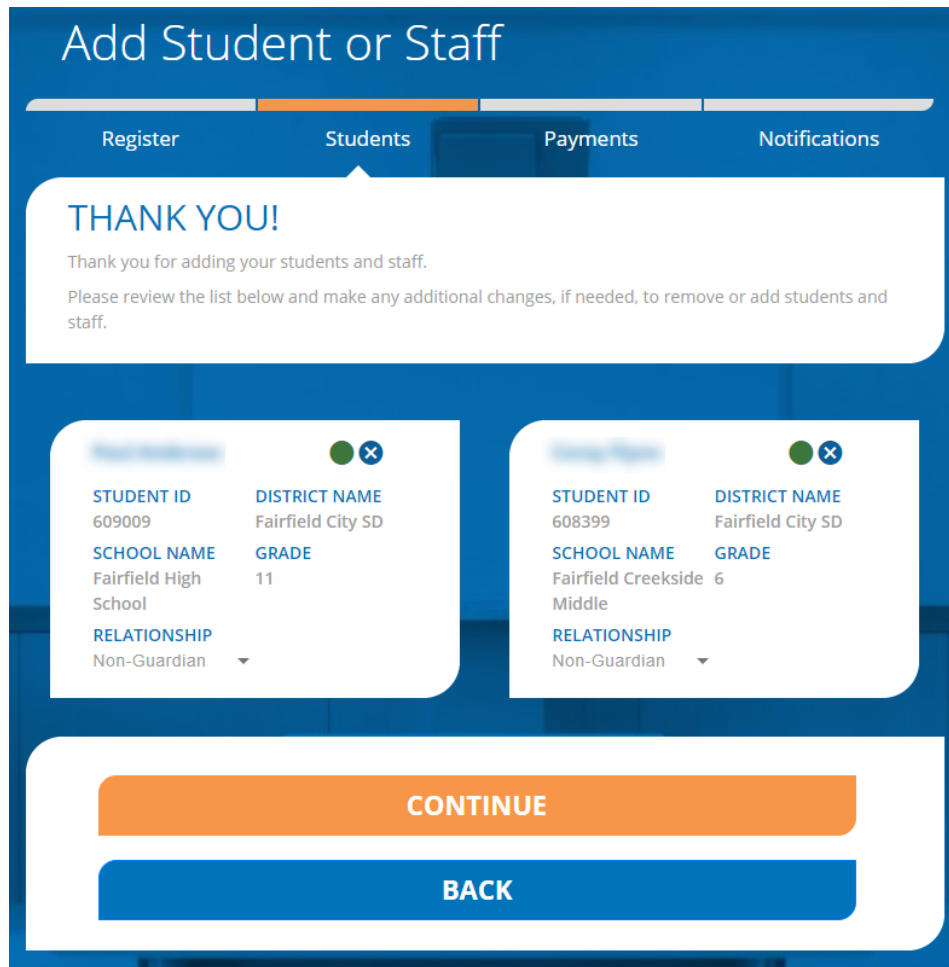
Privacy | Terms | Help

- 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 **CONTINUE** once you've added all of your students and/or staff.

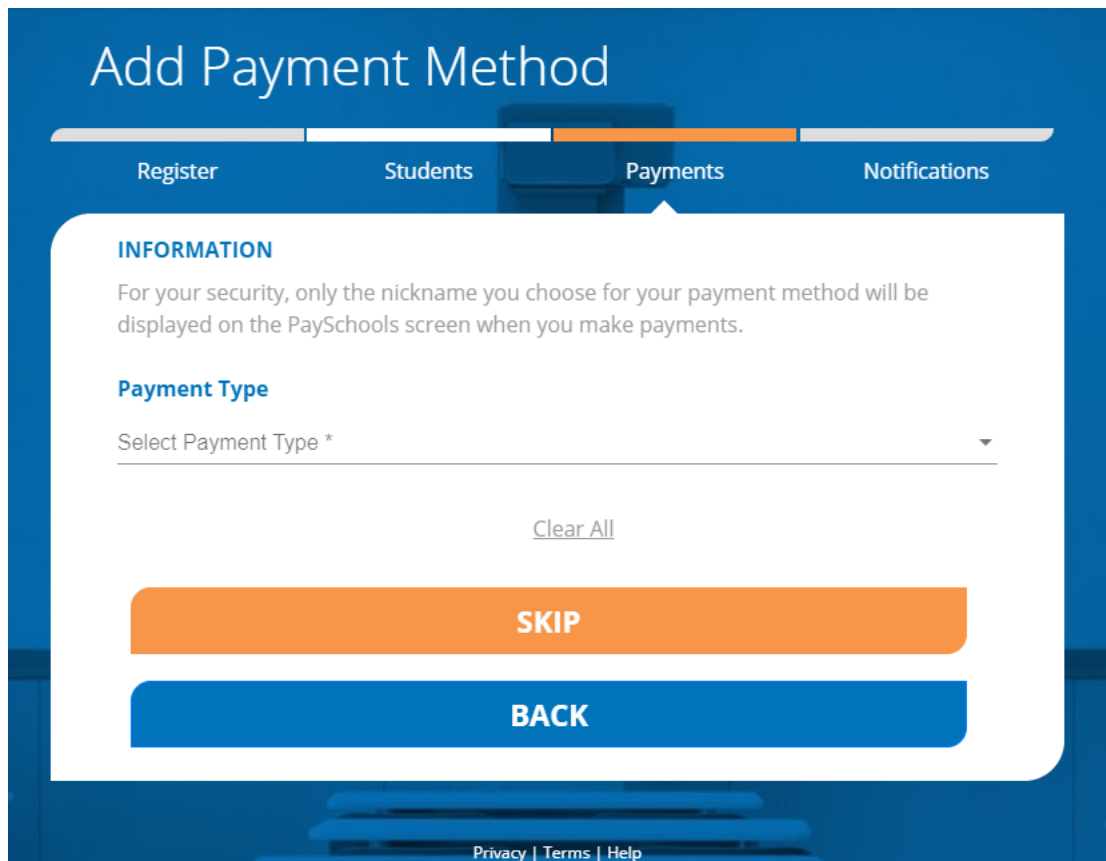
- 5) A summary screen will display all students and staff who've been added. A green circle in a student/patron's card indicates they're active. A red circle indicates they're inactive. If your student or staff is showing up as inactive, please contact your school for assistance.



Add Payment Methods

If you prefer not to store any payment information in your account, you can skip this step. You can either opt to make one-time payments or you can add payment methods later via the [Dashboard](#).

- 1) Choose the payment type. Please note school districts choose which payment methods are accepted.



The screenshot shows the 'Add Payment Method' screen in the PaySchools Central interface. The page has a blue header with the title 'Add Payment Method' and a navigation bar with four tabs: 'Register', 'Students', 'Payments', and 'Notifications'. The 'Payments' tab is selected and highlighted with an orange bar. Below the navigation bar is a white content area with a blue border. It contains an 'INFORMATION' section with a security notice: 'For your security, only the nickname you choose for your payment method will be displayed on the PaySchools screen when you make payments.' Below this is a 'Payment Type' section with a dropdown menu labeled 'Select Payment Type *'. Under the dropdown is a 'Clear All' link. At the bottom of the content area are two large buttons: an orange 'SKIP' button and a blue 'BACK' button. At the very bottom of the page, there are links for 'Privacy | Terms | Help'.

- 2) Enter in the payment method information, including the payment type, nick name, 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.

Credit Card

Add Payment Method

Register Students **Payments** Notifications


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 *





Nick Name *
Jane's Visa CC

Card Number *

MM/YY * CVV Number *



Credit Card Processing terms and Conditions:
1. I authorized CP-DBS, LLC dba PaySchools, as owner and operator of payschoolscentral.com, to charge my account described above for non-recurring credit card transactions processed through the site.

By Checking this checkbox, I agree to the Credit Card Processing Terms and Conditions.

By checking this box, I am setting this as my default payment method.

[Clear All](#)

ADD PAYMENT METHOD

SKIP

BACK

[Privacy](#) | [Terms](#) | [Help](#)

ACH

Add Payment Method

Register Students **Payments** Notifications

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 *
ACH/Check

Nick Name *

My Checking Account

Account Type *
Checking

Account Number *

Routing Number *

ACH Electronic Check Processing Terms and Conditions:

1. I authorize CP-DBS, LLC dba PaySchools, as owner and operator of payschoolscentral.com, to debit my account described above for non-recurring ACH Electronic transactions processed through the site.
2. I agree to pay a return fee of up to \$30.00 if my ACH transfer is returned unpaid. CP-DBS, LLC dba PaySchools may represent my transfer up to two more times. I authorize CP-DBS, LLC dba PaySchools to make a one-time electronic fund transfer from my account to collect the \$30.00 fee. If my electronic transfer remains unpaid, my debt will be turned over to a collection company or a check recovery company that may charge me a processing fee, as permitted by law. Any information I provide while registering for payschoolscentral.com can be used in this process.

By Registering above account for credit/ACH transfers, I acknowledge that I am an authorized signer of this account.

By checking this box, I agree to the ACH electronic check processing terms and conditions.

By checking this box, I am setting this as my default payment method.

[Clear All](#)

ADD PAYMENT METHOD

SKIP

BACK

Privacy | Terms | Help

- 3) Please read the Terms and Conditions for each payment method and check the box to agree. Click **ADD PAYMENT METHOD** 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

PaySchools Central gives you the ability to set up a variety of email notifications. You have the flexibility to turn each option on or off and to make changes at any time. The emails will automatically send to the email address associated with your account.

- 1) To turn on any of the notifications, simply click the on/off toggle. An orange toggle indicates the notifications are on.

Notifications

Register Students Payments Notifications

Meal Account Instructions ⓘ

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

Fees Instructions ⓘ

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

Fund Account Instructions ⓘ

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

Monthly Statement Instructions ⓘ



Day of Month	Select Day Last Day	Monthly Statement	<input checked="" type="checkbox"/>
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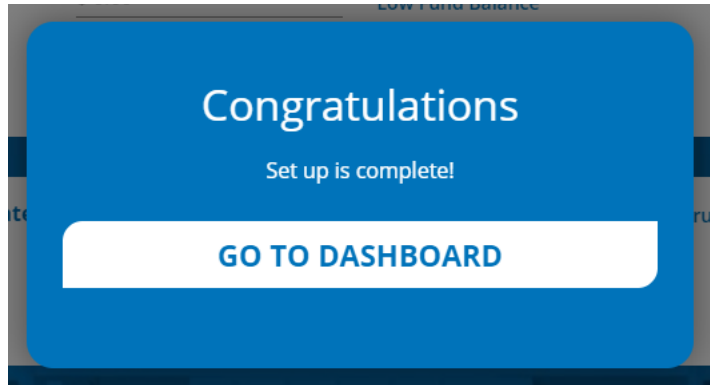
[Reset All](#)

CONTINUE

BACK

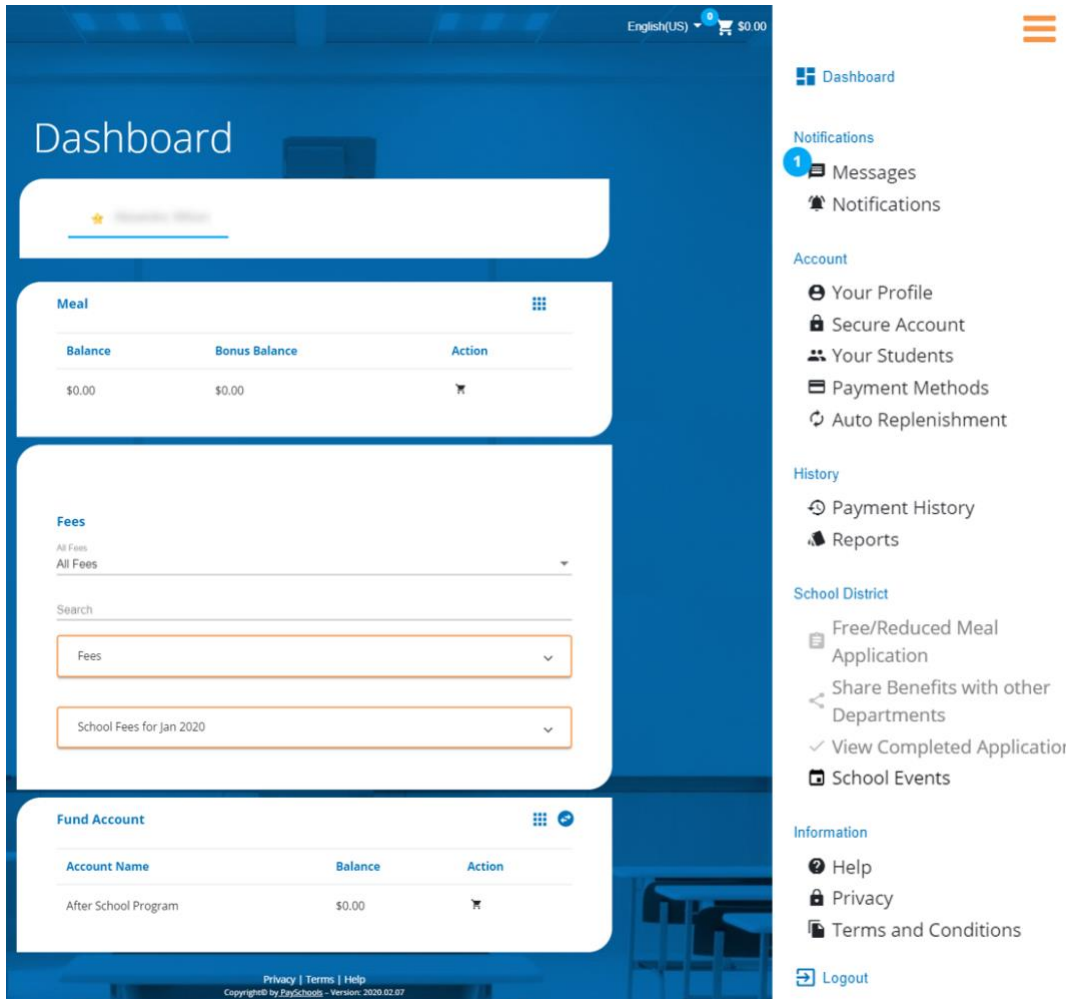
[Privacy](#) | [Terms](#) | [Help](#)


- 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 .
- 4) The registration process is now complete!



Dashboard

One of PaySchools Central’s newest features is the Dashboard landing page. 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.




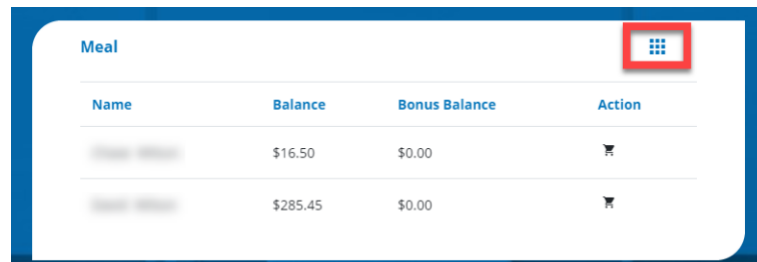
You can access the Menu from any page on the site. Click on the  in the upper right-hand corner of the screen to access any of the site’s features including your account settings.

Lunch Payments

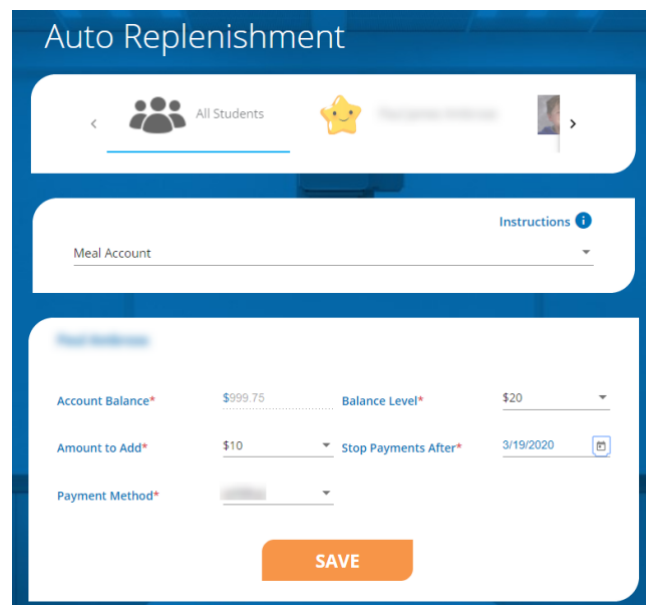
PaySchools Central makes it easy to add funds to your meal account. You can make a single lunch payment or you can take advantage of our convenient Auto-Replenishment feature, which automatically deposits money when your balance reaches a certain level.

Auto-Replenishment\Recurring Payments

- 1) 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.

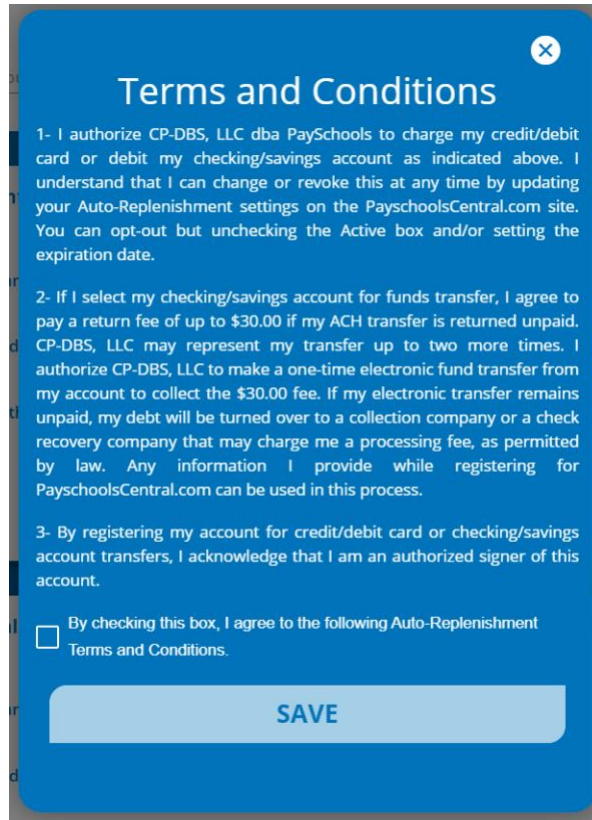


- 2) You will see your list of students and can either select a single name to set up unique auto-replenish settings or you can select All Students to apply the same settings to everyone in your account.





- 3) 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.

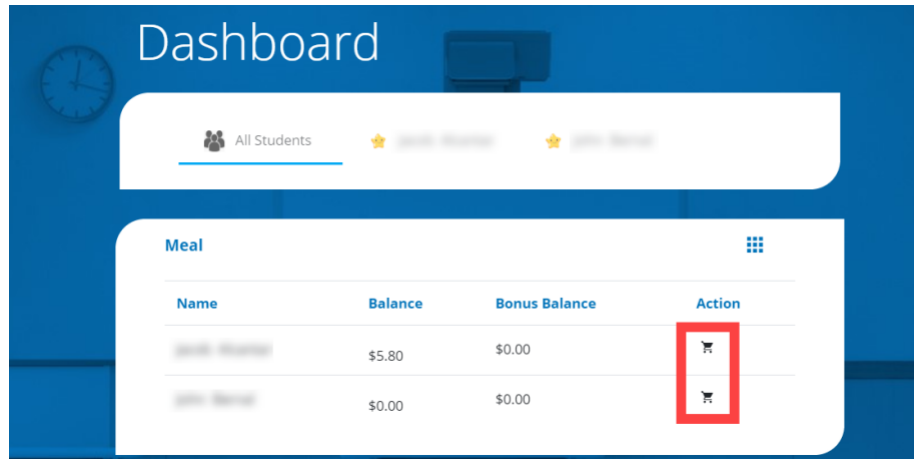
Status  indicates the balance level has been met and your account will be replenished that day.

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.

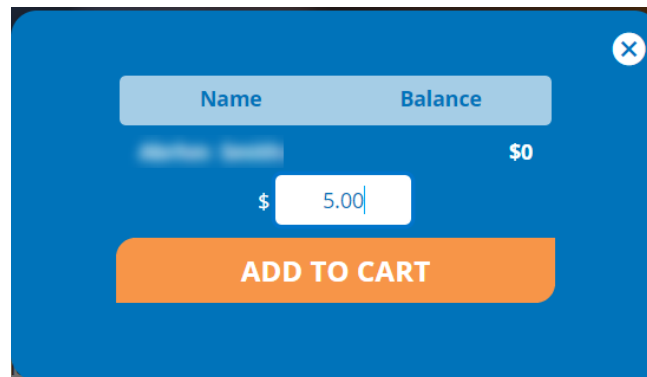
One-Time Lunch Payment

- 1) To make a one-time lunch payment, go to the Dashboard and click the  to the right of your student's name.



- 2) Enter the amount you wish to add to the lunch account and click

ADD TO CART



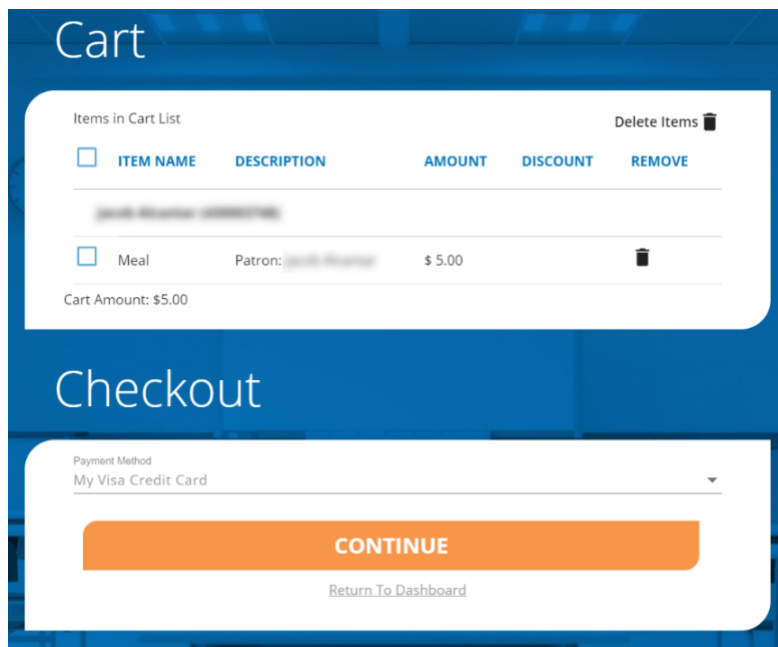
- 3) You will now see a blue circle in the upper right-hand corner of your screen where your cart is. The blue circle indicates there are items in your cart and the number indicates the amount of items.



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

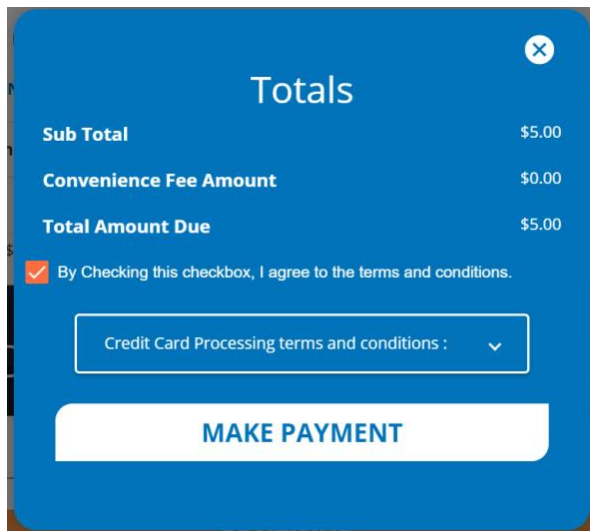
6) Select your payment method and click

CONTINUE



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


MAKE PAYMENT

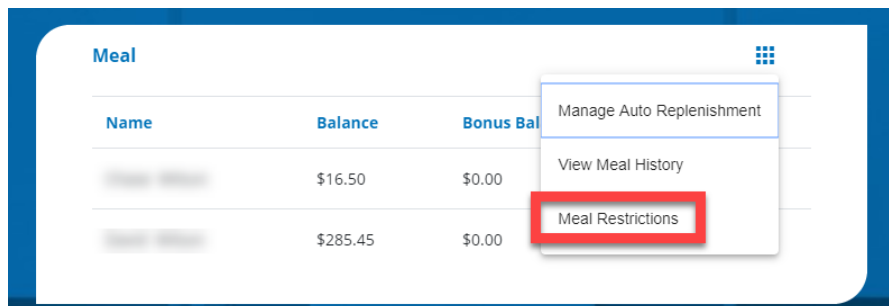


8) After completing your purchase, you will receive an email with a receipt listing the item(s) purchased. You can also view your payment history by opening the Menu and clicking on the Payment History option.

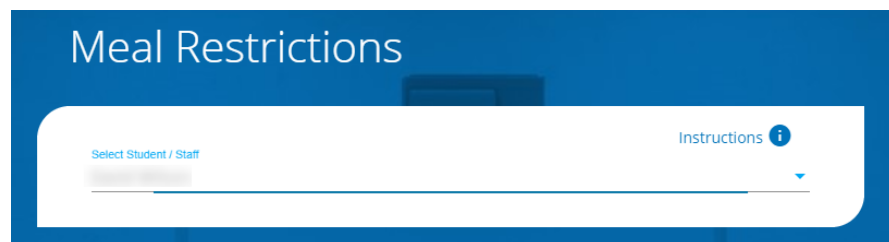
Meal Restrictions

One of the most unique features available in PaySchools Central is the Meal Restrictions screen. On this screen, you can set a daily spending limit as well as select specific items, groups, and meals you don't want your student to purchase.

- 1) To access the Meal Restrictions screen, go to the Students/Staff card at the top of the Dashboard and click the  icon. Click on the Meal Restrictions option in the drop-down menu.

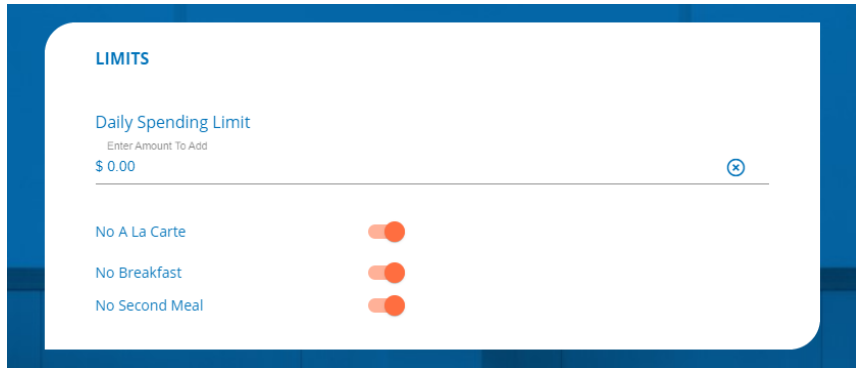


- 2) From the drop-down menu, select the student whose restrictions you wish to modify.



Limits

- 1) You can restrict your patron to a daily spending limit by entering in a certain amount, beyond which the patron is not allowed to purchase. If left empty, there will be no limit for the patron to spend. Setting the limit to \$0 dollars will completely restrict your student from purchasing anything offered by the school district.



LIMITS

Daily Spending Limit
Enter Amount To Add
\$ 0.00

No A La Carte

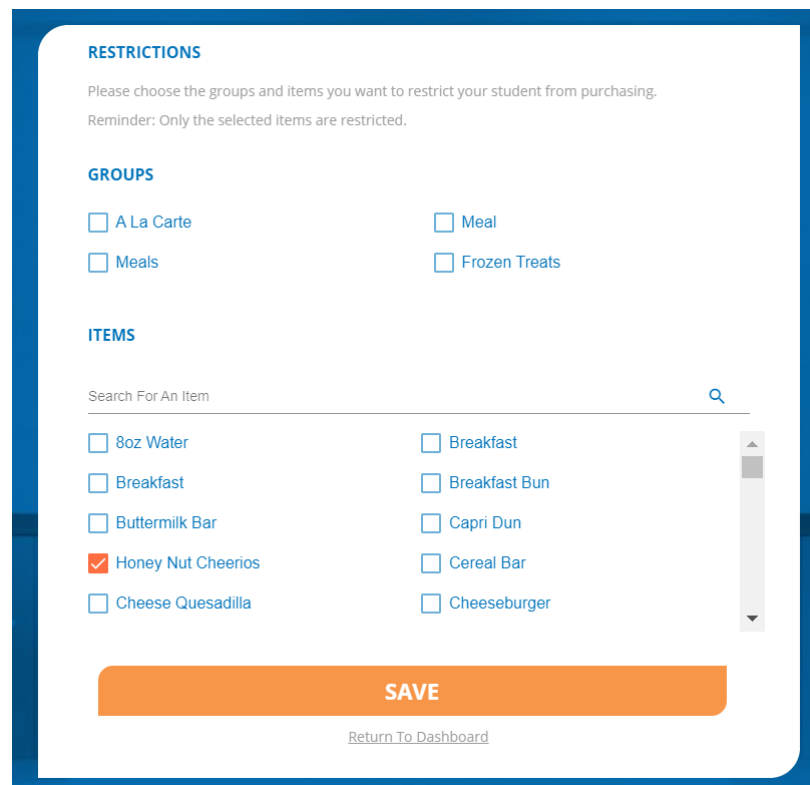
No Breakfast

No Second Meal

- 2) If you would like your student NOT to purchase certain items, like a la carte items, breakfast, or second meals, turn the toggle to the on position. An orange toggle indicates the restriction is on.

Restrictions

- 1) You can also restrict based on meal type, individual items or item groups for your patrons. Put a checkmark next to any item you **do not** want your student to purchase.
- 2) You can search for specific items with the search bar or you can simply scroll through the list of items set up by your school district.



RESTRICTIONS

Please choose the groups and items you want to restrict your student from purchasing.
Reminder: Only the selected items are restricted.

GROUPS

A La Carte Meal

Meals Frozen Treats

ITEMS

Search For An Item

8oz Water Breakfast

Breakfast Breakfast Bun

Buttermilk Bar Capri Dun

Honey Nut Cheerios Cereal Bar

Cheese Quesadilla Cheeseburger

SAVE

[Return To Dashboard](#)

All items are set up and maintained by your school district. If you do not see a certain item or have questions about the items listed, please contact your school directly.

- 3) Click  to submit your limits and restrictions.

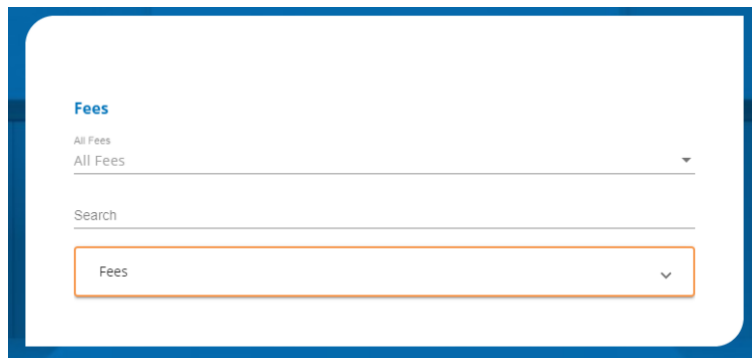
Fee Payment



If your school district is not using the fees module you will not see this feature. All fees are set and maintained by your school district. If you do not see a certain fee in your PaySchools Central account, please contact your school district.

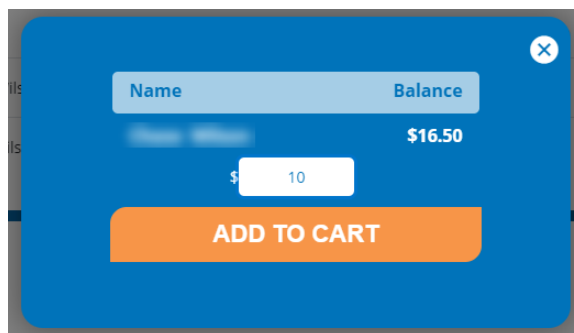
You may or may not have the ability to adjust the amount to pay. Your district determines whether you can pay in installments or not. If you have any questions about your fees, please contact your school directly.

One-Time Fee Payment

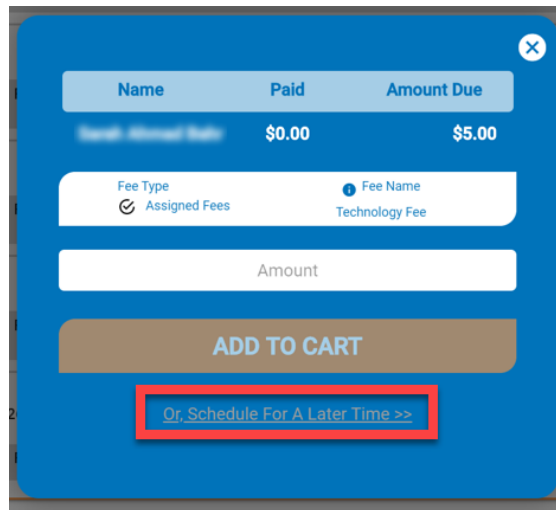
- 1) To make a one-type fee payment, go to the Dashboard and scroll down to the Fees card.



- 2) In this card, you can either find a fee in the orange box, search for a fee in the Search bar or use the pre-set drop-down filters.
- 3) To add a fee to your cart, click the  icon next to the fee, enter in the amount you wish to pay, and click .



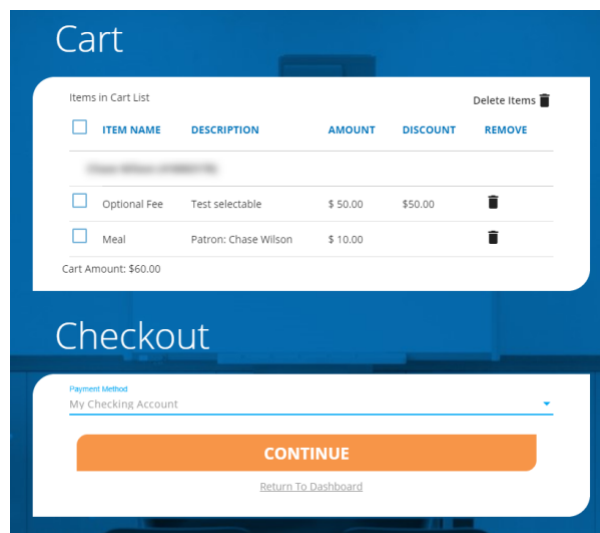
- 4) If you would like to schedule this payment for a later date, click [Or, Schedule For A Later Time >>](#). To learn how to schedule a fee, see the [Schedule One or More Fee Payments](#) section of this guide.



- 5) 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 number of items.




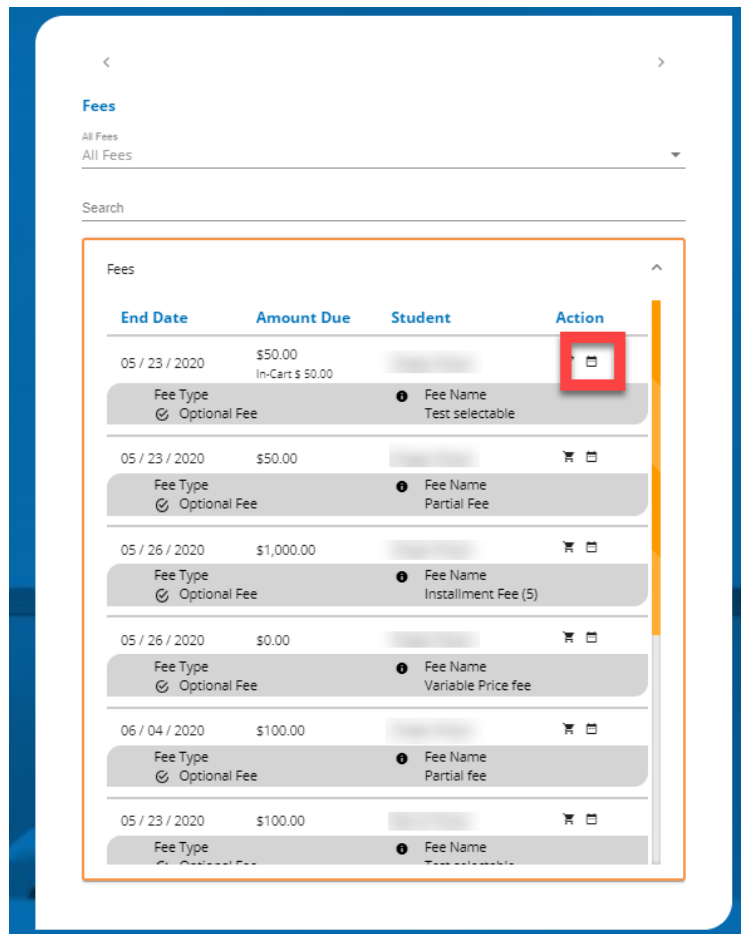
- 6) Click on the white cart icon and review the items in your cart in case you need to make any changes. Select your payment method and click **CONTINUE**.



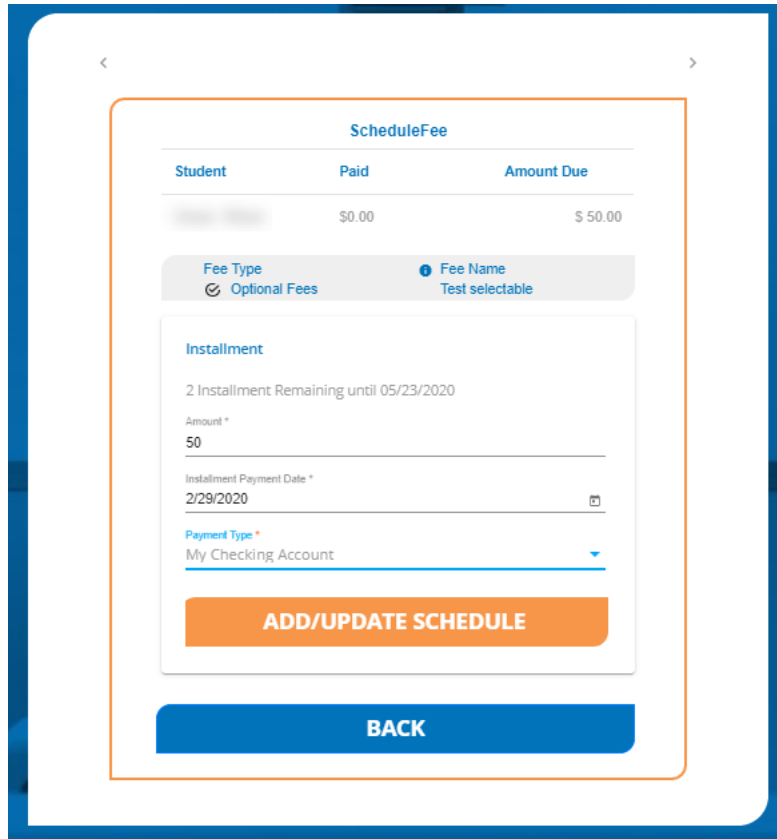
- 7) After completing your purchase, you will receive an email with a receipt listing the item(s) and transaction amount. You can also view your payment history by opening the Menu and clicking the [Payment History](#) option.


Schedule One or More Fee Payments


- 1) To help you avoid missing important fee payment due dates, PaySchools Central allows you to schedule and automate fee payments.
- 2) To schedule one or more future payments, find your fee in the Fees card and click on the  icon to the right of the fee you wish to schedule.





- 3) Select the date you wish to pay the fee as well as the amount to pay.

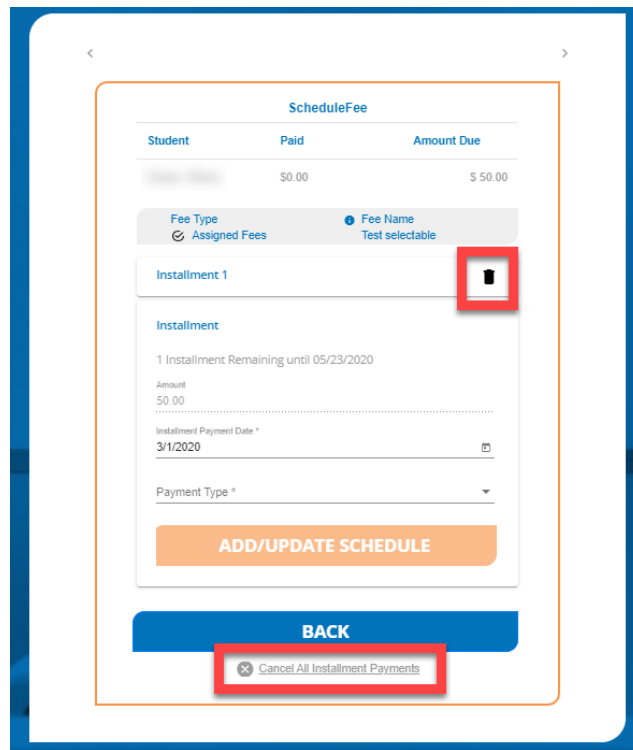



- 4) The total amount due must be paid before the district's determined due date.
- 5) The earliest scheduled payment is the following day. You cannot schedule a payment the same day you are setting it up and you must select a scheduled date before the fee's due date
- 6) Click  to schedule your fee payment.

Please note your payment will not show up in your cart, but you can view/modify the scheduled payment by going to the Fee card in your dashboard and clicking the  next to any scheduled fee payment.

- 7) You will receive a reminder notification the day before the scheduled payment as well as an email receipt when the payment is processed. You can view the same messages by clicking the Messages option in the Menu.
- 8) If you wish to cancel one scheduled payment, find any scheduled fee in your Fees card and select Scheduled Fees from the All Fees drop-down menu. Click on the  icon next to the fee and

click the . If you wish to cancel all scheduled payments, click Cancel All Installment Payments and Yes to confirm.



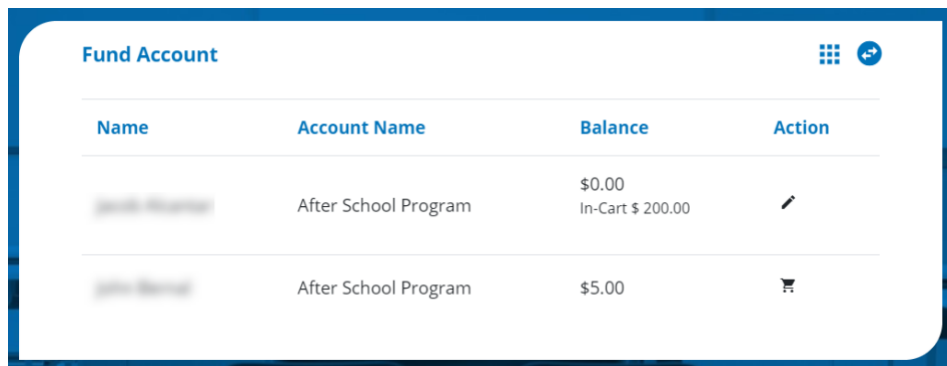
9) If you need to edit your schedule date and/or amount, click Installment # to the left of the  icon.

Fund Account Payments



If your district utilizes fund accounts for certain programs, such as daycare, you can add money and transfer funds between your students via the Fund card found on the Dashboard.

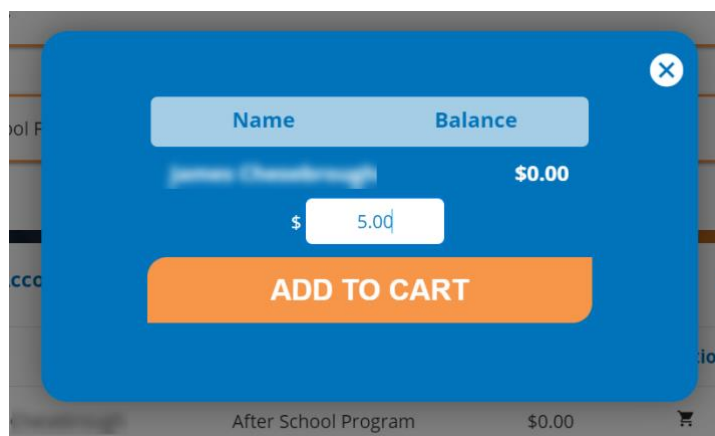
One-Time Payment


- 1) To access the Fund card, scroll to the Fund card on the Dashboard.




Name	Account Name	Balance	Action
[blurred]	After School Program	\$0.00 In-Cart \$ 200.00	[edit icon]
[blurred]	After School Program	\$5.00	[shopping cart icon]

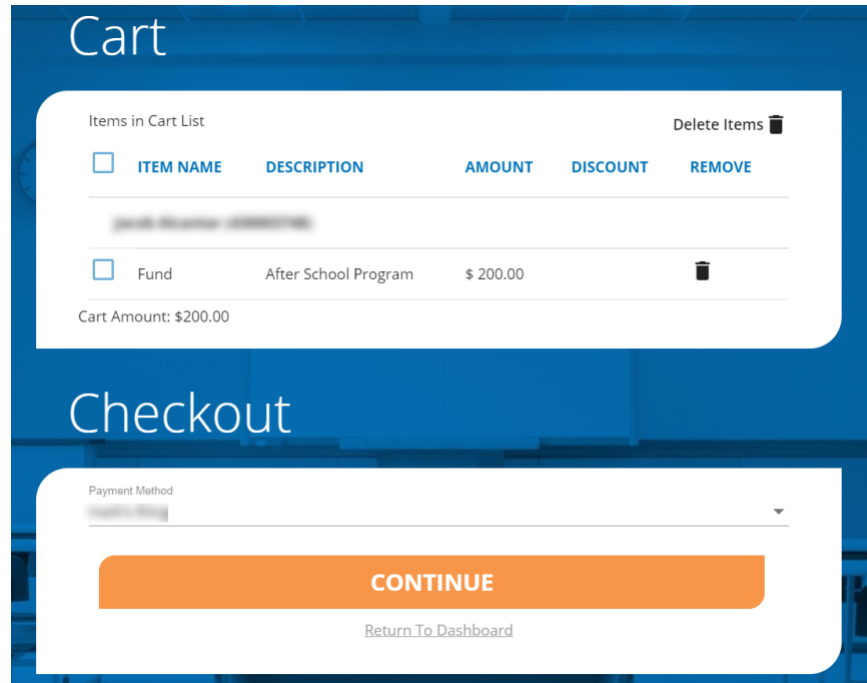
- 2) To add money to your Fund account, click on the  icon.
- 3) A pop-up window will appear where you can enter the amount you'd like to add to your fund account. Enter in the amount you wish to add and click .



- 4) You will now see In-Cart \$###.## below the name of the associated student or staff. You will also see the blue icon over the  icon in the upper right-hand corner of the Dashboard.

- 5) To begin the checkout process, click the  icon. You can also add other items to your cart before completing your purchase.
- 6) Double check the items in your cart and make any necessary changes. Your default payment method appears at the top of the drop-down menu; however, you can select another existing payment method or select USE NEW CARD before clicking

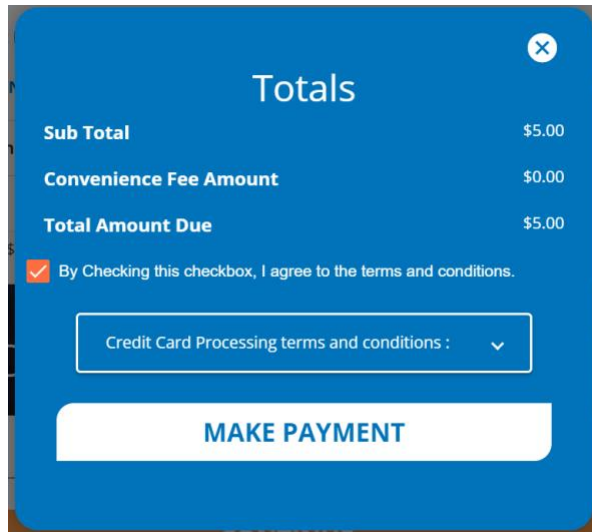
CONTINUE



- 7) Review the Terms and Conditions and put a checkmark in the box before clicking


MAKE PAYMENT

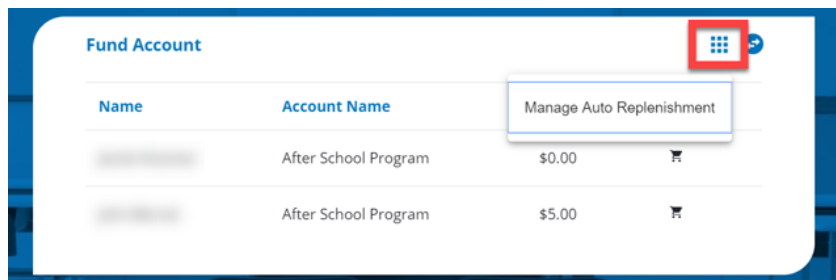
Do not refresh or close your screen until the payment is finished processing.



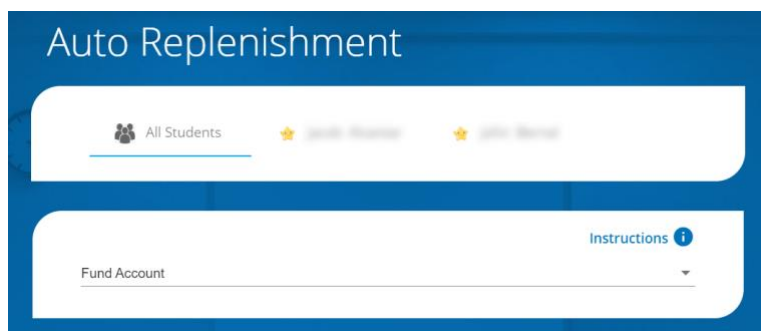
- 8) A receipt will be soon be emailed to the address associated with your account. You can also view an identical copy of the receipt in the Messages option in the Menu.


Auto-Replenishment\Recurring Payments

- 1) To set up auto-replenish, click the Auto-Replenishment option in the Menu. You can also access Auto-Replenishment by clicking  in the Fund card.

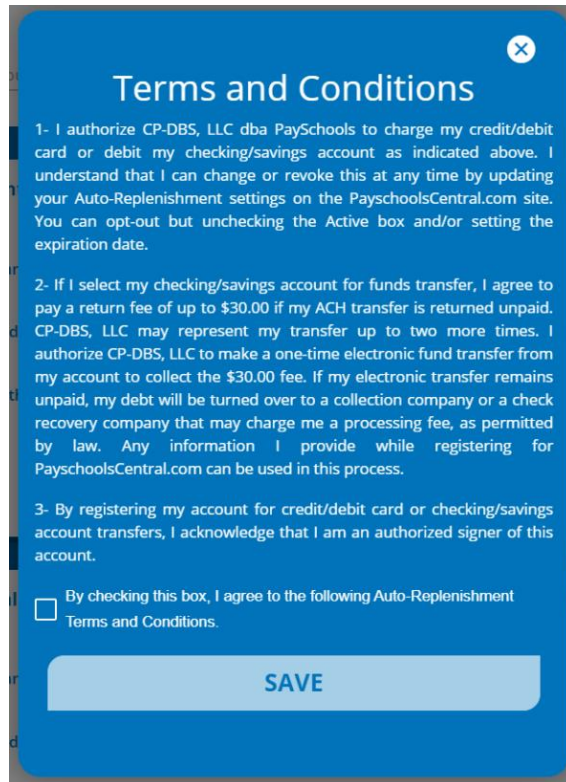


- 2) You will see your list of students and can either select a single name to set up unique auto-replenish settings or you can select All Students to apply the same settings to everyone in your account.




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


4) Agree to the Terms and Conditions 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.

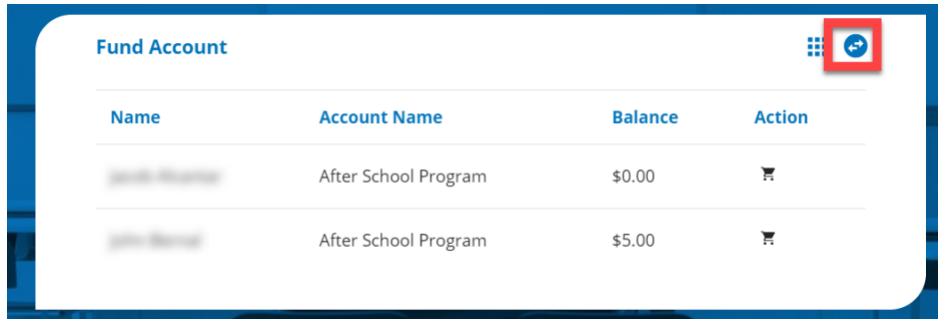
Status  indicates the balance level has been met and your account will be replenished that day.



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.

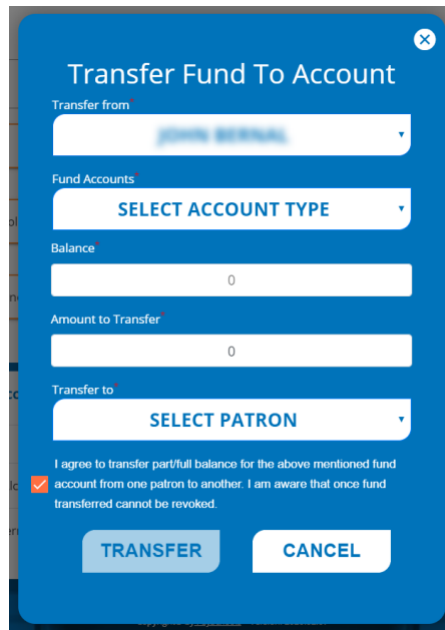
Transfer Funds Between Students

- 1) If you wish to transfer money from one patron to another, this is another option available in the Fund card.
- 2) To transfer funds between accounts, scroll down to the Fund card and click  .



Name	Account Name	Balance	Action
John Smith	After School Program	\$0.00	
John Smith	After School Program	\$5.00	

- 3) A pop-up window will appear. Select the student/staff you wish to transfer the funds from as well as the student/staff you wish to transfer the funds to.



Transfer Fund To Account

Transfer from
John Smith

Fund Accounts
SELECT ACCOUNT TYPE


Balance
0

Amount to Transfer
0

Transfer to
SELECT PATRON

I agree to transfer part/full balance for the above mentioned fund account from one patron to another. I am aware that once fund transferred cannot be revoked.

TRANSFER **CANCEL**


- 4) The balance of the selected fund account will appear where it reads **Balance**. In the text box below the balance, enter in the amount you wish to transfer.
- 5) You must agree to the transfer as well as put a check mark in the box before you can click  .

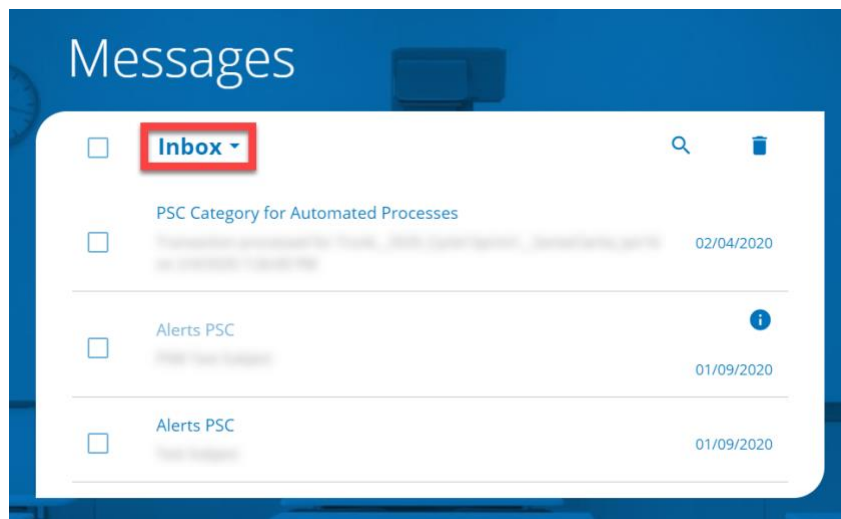
Messages


Another convenient feature offered by PaySchools Central is the Messages screen. Check this section for copies of your payment receipts, scheduled payment information, and important messages sent directly from your school district.

- 1) To access your messages, go to the Menu and click the Messages option.



- 2) A blue circle with a number in it indicates you have an unread message in your inbox.
- 3) To search for a message, you can either filter your messages via the drop-down menu where it reads Inbox, or you can click the  icon to search for a specific message.



- 4) To delete a message, you can either open the message by clicking on it and clicking Delete or you can put a check mark next to the messages you wish to delete before clicking  in the upper right-hand corner of the card. You can access any deleted message by selecting Trash from the Message card drop-down menu.

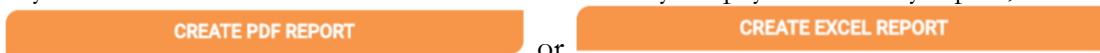
Payment History

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.

- 1) To view payment history, go to the Menu and clicking the Payment History option. Your payments will be listed from the left to right with the most recent payment on the left.

Name						
Date	03/04/20, 10:52 PM	03/04/20, 10:22 PM	03/04/20, 10:20 PM	03/04/20, 10:20 PM	02/24/20, 11:48 PM	02/13/20, 07:03 AM
Transaction Id	83593	83592	83590	83591	83581	82682
Payment History Type	Meal	Optional Fee	Optional Fee	Optional Fee	Meal	Assigned Fee
Payment Mode						
Balance Level	NA	NA	NA	NA	NA	NA
Fee Name	NA	HS Parking Pass	HS Parking Pass	African Student Union Club Fee	NA	ADV ALGEBRA 2 (2019-2020)
Amount	\$ 3,000.00	\$ 35.00	\$ 20.00	\$ 5.00	\$ 1,000.00	\$ 20.00
ICF	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Payment Method	ACH PFI - 7898	ACH PFI - 7898	ACH PFI - 7898	ACH PFI - 7898	ACH PFI - 7898	CHECK 0774
Status	Success	Success	Success	Success	Success	Success

- 2) If you'd like to view the history of a certain payment type, select the payment type from the top drop-down menu. You can also select a date range to find specific payments.
- 3) If you'd like to download a PDF or Excel version of your payment history report, click



- 4) Once you've 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.

- 1) You can view your reports by opening the Menu and clicking the Reports option.



The screenshot displays the 'Reports' interface. At the top, the word 'Reports' is written in white on a blue background. Below this, there are two main sections: 'Meal Report' and 'Fund Account Report'. Each section contains a form with three dropdown menus: 'Select Report Type *', 'Select Student / Staff *', and 'Date *'. The 'Meal Report' section has 'Meal Account Report', a blurred student name, and '30 days' selected. The 'Fund Account Report' section has 'After School Program', a blurred student name, and '30 days' selected. Below each form are two orange buttons: 'CREATE PDF REPORT' and 'CREATE EXCEL REPORT'. At the bottom of the 'Fund Account Report' section, there is a link that says 'Return To Dashboard'.

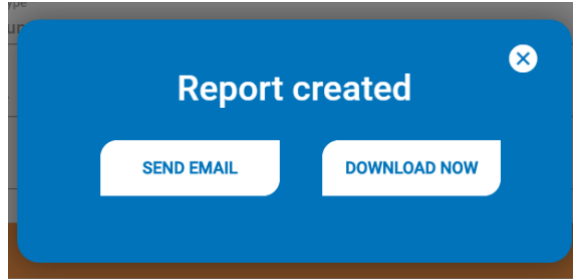
- 2) The Reports Screen offers Meal Reports as well as Fund Reports:

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.

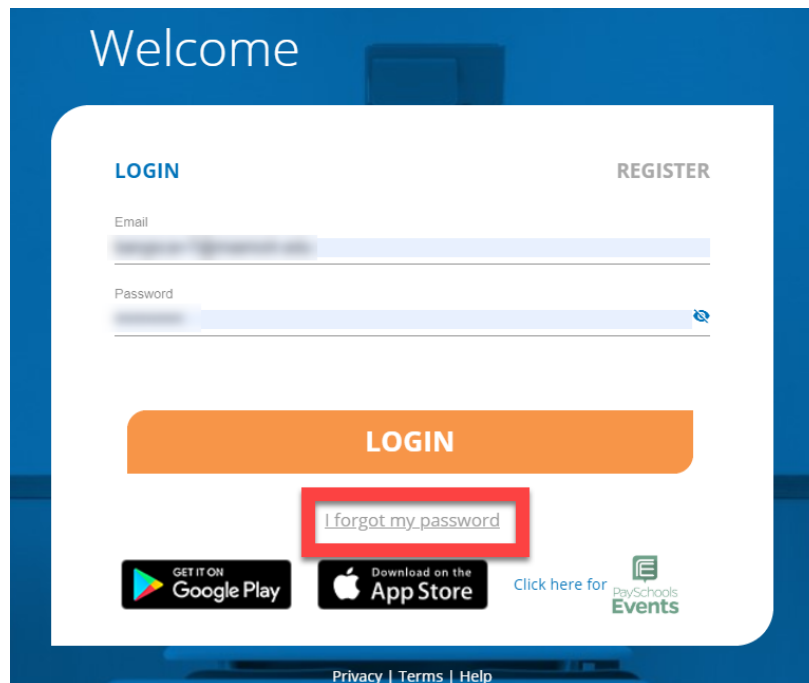
- 3) For any report you need, select the student or staff as well as a date range before clicking  or . From there, you have the option to send the report to the email address associated with your account or simply download the report to your computer.



Reset Your Password

If you ever have trouble logging in, you can follow some simple steps to reset your password. You can also use this feature to change your password whenever you want.

- 1) If you cannot log into PaySchools Central, click [I forgot my password](#) on the login screen and follow the steps to reset your password.
- 2) If you are already logged in and would like to change your password, you need to log out and click [I forgot my password](#) in order to create a new one.



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



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](#)

Email

- 1) The **EMAIL ME** 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 **CONFIRM** 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:

If you do not enter in the verification code within 5 minutes, you will receive an automated phone call from an unknown number, which will also give you the verification code.

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

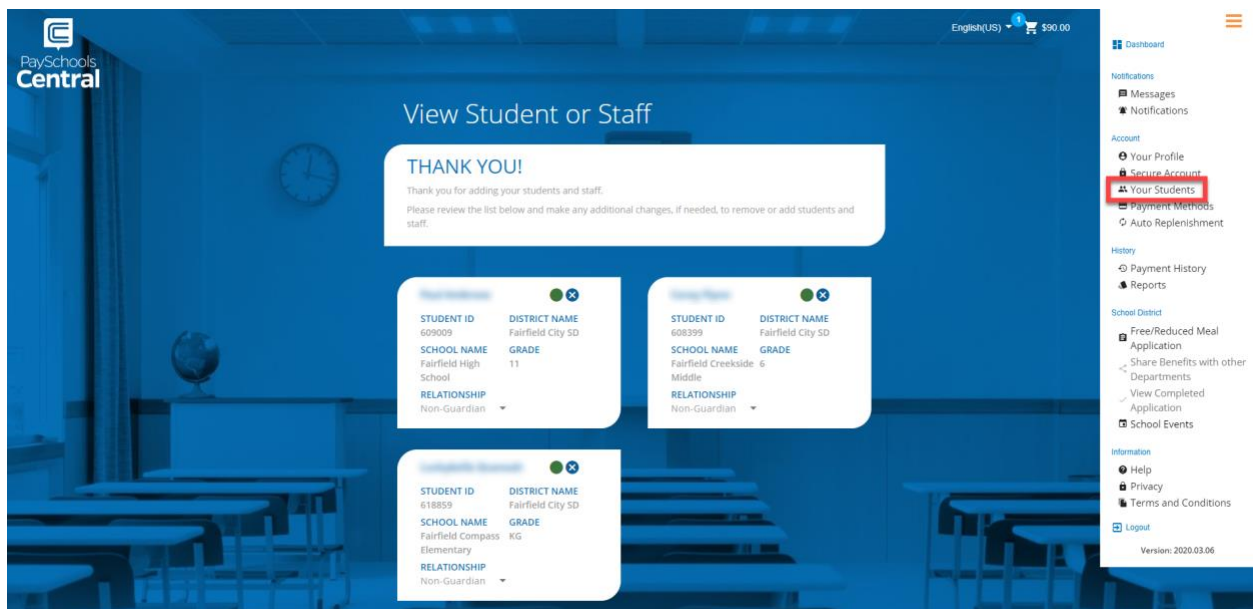
LOGIN

Change Your Account's Associated District

If all the student and staff members tied to your account are switching to a new school district that also utilizes PaySchools Central, you won't have to start from scratch and create a new account.

Remove Current Student and Staff Members

- 1) To view your current patrons, open the Menu and select the Your Students option.



- 2) To remove any or all your students and staff, simply click the **X** icon in each card and click **Save** to confirm.
- 3) Once you've removed all students and staff members, your account will no longer be associated with any school district.
- 4) You will need the new patron ID numbers from the new school district in order to re-add student and staff members to your account. The patron ID numbers will be different from your old district, which is why you need to re-add them.
- 5) Click **ADD STUDENT / STAFF**. Fill out the necessary filters, such as the new state, district, student ID number, name, and relationship before clicking **ADD STUDENT / STAFF** again.

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 *
[Redacted] ▼

District *
[Redacted] ▼

Student Id *
[Redacted]

First Name *
[Redacted]

Last Name *
[Redacted]

Relationship *
[Redacted] ▼

Clear All

ADD STUDENT / STAFF

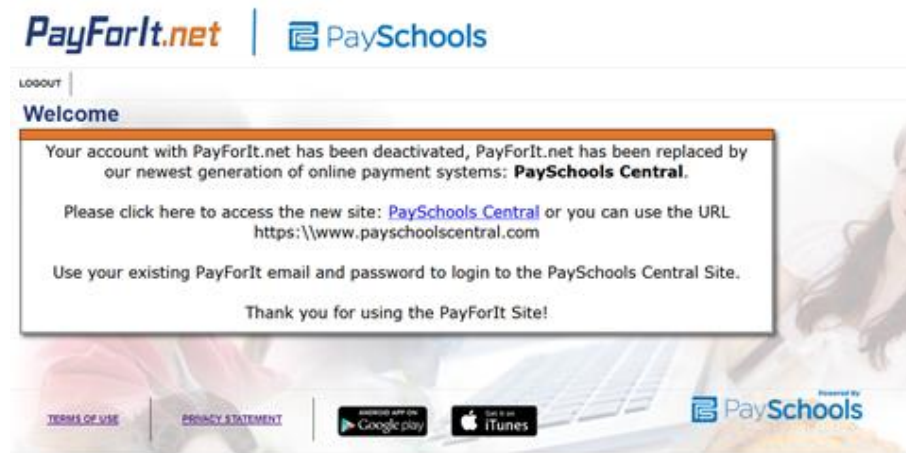
SKIP

- 6) You will see a message at the bottom of the screen which will tell you whether your student or staff member was successfully added.
- 7) If you are having trouble adding your student or staff member, please call your school directly for assistance.

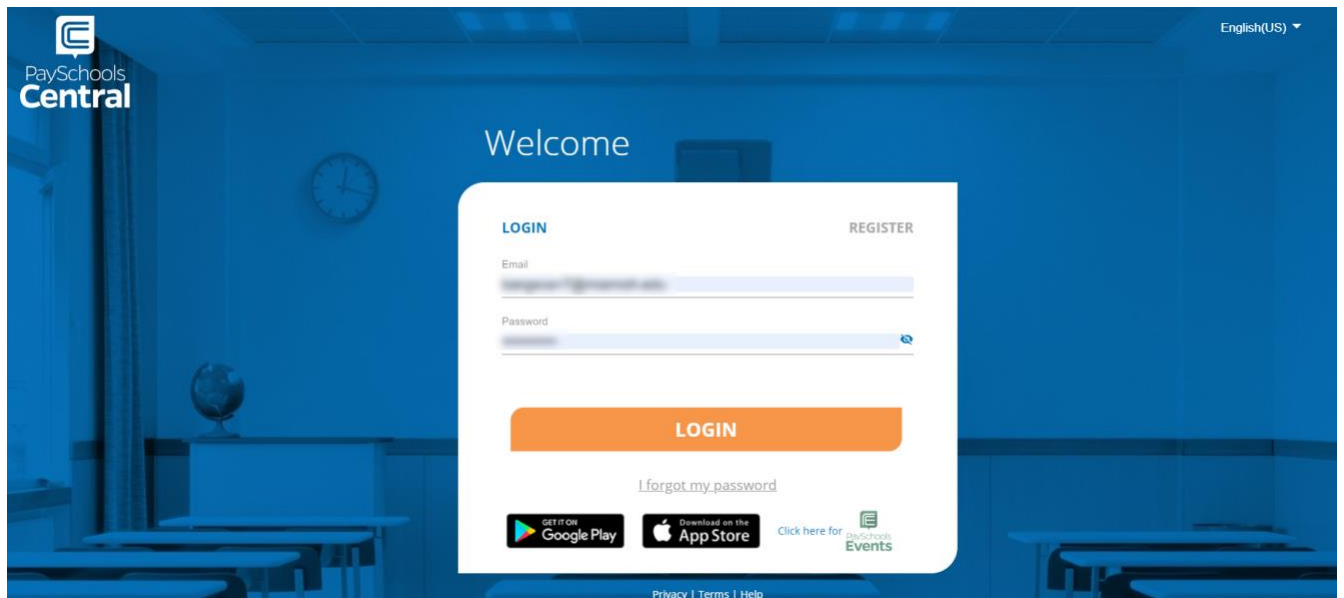
Former PFI Users


If you were previously a PayForIt user, meaning your account was in PayForIt.net, your account has been migrated over to www.PaySchoolsCentral.com!

- 1) You must first log into your PayForIt account in order to properly migrate your information over to PaySchools Central. Upon logging in, you will see the following message:



- 2) Click on the [PaySchools Central](http://www.payschoolscentral.com) link to complete the migration. A new tab will open on www.payschoolscentral.com. Enter your PayForIt credentials and click



- 3) The following pop-up will display upon login. Confirm your information and click . When you sign in with your credentials, any information that was migrated will be displayed in the message below.

Message from Payschools

Welcome to Payschools Central!

We found the following students on your PFI account and have added them to your account here.

- 1. [Logan Smith](#)
- 2. [Jane Doe](#)

If you would like to add or remove students you can use the 'User' menu at the top of the page and go to **Manage Students/Patrons**.

Auto-Replenishment(s)

We found Auto Replenishments for your lunch accounts.
We found Auto replenishments for your fund accounts.

We have setup your Auto Replenishments in Payschools Central using your default payment method(s).
If you would like to make any changes to these, use the 'User' menu and go to **Manage Auto Replenishments**.


Notification(s)

We have also migrated your notification settings

If you would like to review these use the **User' menu** and go to **Manage Notifications**.

Scheduled Fee(s)

If you would like to make any changes to the schedule use the '**Schedule Fees**' link on the Fees grid.



- 4) After step 3, refer to this user guide for help with taking full advantage of PaySchools Central's convenient features.