

PaySchools Central Parent/Student Guide

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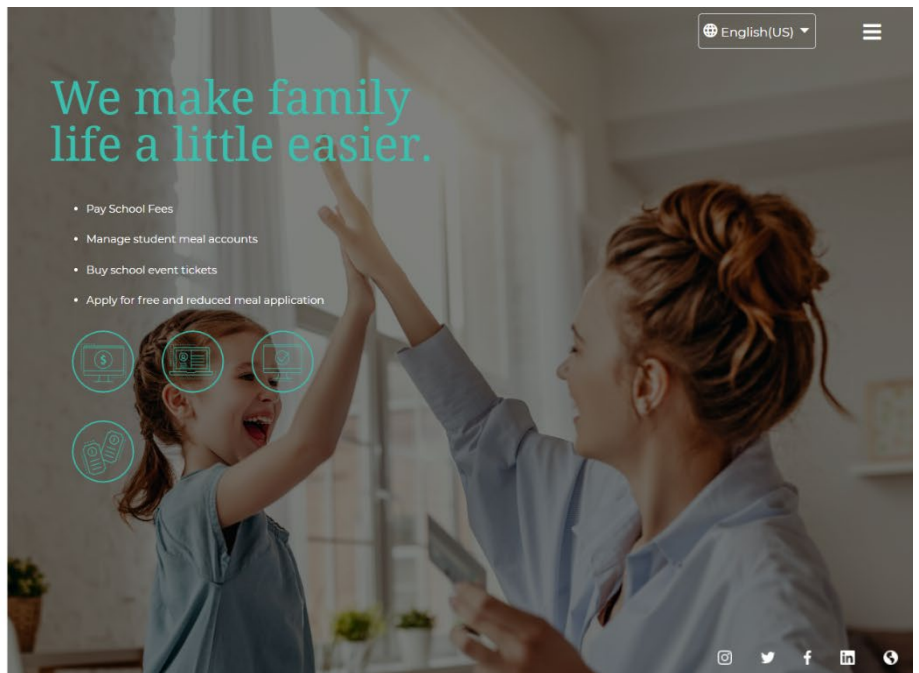
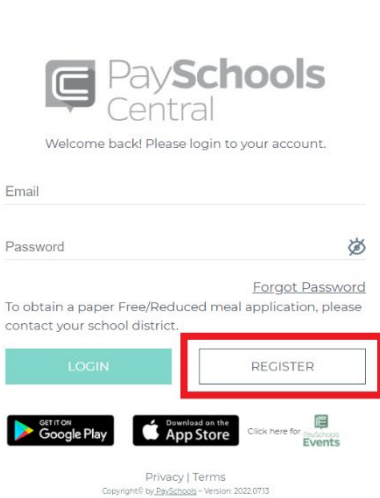
Registering for PaySchools Central

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



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. 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>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

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 *

Please Choose your Payment Type

[Clear All](#)


SKIP

BACK

PaySchools Central Dashboard

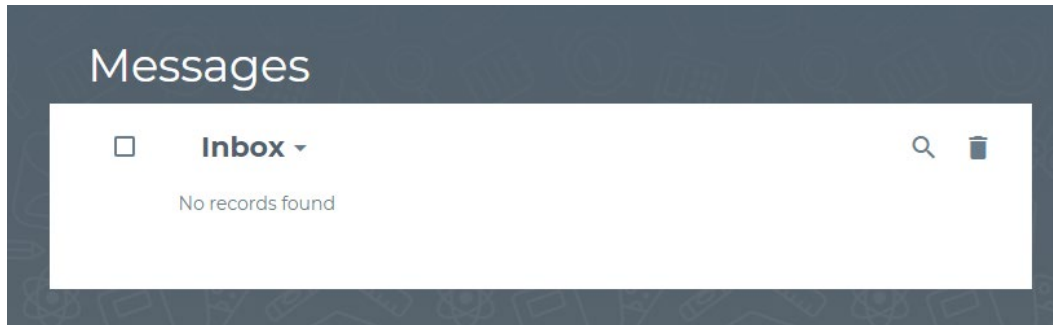
Welcome to PaySchools Central, the dashboard is your landing page where you can view your student(s) and staff information. The Dashboard is where you can view the students and staff associated with your account as well as fund and fee account summaries depending on what your district offers.

The screenshot displays the PaySchools Central Dashboard. At the top, there's a navigation bar with filters for 'All Students', 'Adam Elizabeth SMITH', and 'Brook'. Below this, the main content area is titled 'Dashboard' and features a 'Fees' section. This section includes a search bar and two dropdown menus labeled 'Fees' and 'Optional'. To the right, a sidebar menu is visible, containing sections for 'Dashboard', 'Notifications' (with sub-items 'Messages' and 'Notifications'), 'Account' (with sub-items 'Your Profile', 'Secure Account', 'Your Students', 'Payment Methods', 'Auto Replenishment', 'Digital ID', and 'Preorder Meals'), 'History' (with sub-items 'Payment History' and 'Reports'), 'Information' (with sub-items 'Help', 'Privacy', and 'Terms and Conditions'), and 'Logout'. The version number '2022.08.31' is displayed at the bottom of the sidebar.

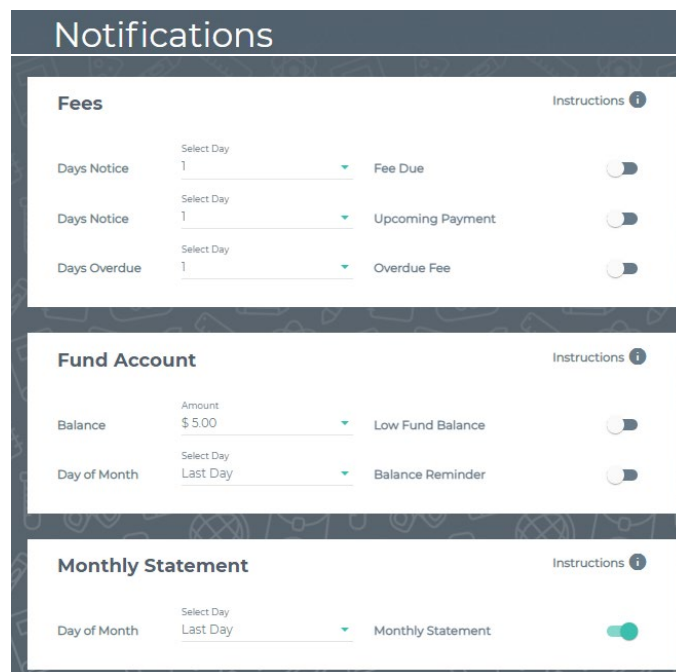
You can access/return to the Menu from any page on the site. Click on the in the upper right-hand corner of the screen to access any of the site's features including your account settings. 

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 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.



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 style="margin: 0;">Adam SMITH ● ✕</p> <p style="font-size: 0.8em; margin: 0;">STUDENT ID: 420959</p> <p style="font-size: 0.8em; margin: 0;">DISTRICT NAME: Anywhere USA</p> <p style="font-size: 0.8em; margin: 0;">SCHOOL NAME: Middle School</p> <p style="font-size: 0.8em; margin: 0;">GRADE: 7</p> <p style="font-size: 0.8em; margin: 0;">RELATIONSHIP: Non-Guardian ▼</p>	<p style="margin: 0;">Brooke Smith ● ✕</p> <p style="font-size: 0.8em; margin: 0;">STUDENT ID: 420708</p> <p style="font-size: 0.8em; margin: 0;">DISTRICT NAME: Anywhere USA</p> <p style="font-size: 0.8em; margin: 0;">SCHOOL NAME: East Elementary</p> <p style="font-size: 0.8em; margin: 0;">GRADE: 1</p> <p style="font-size: 0.8em; margin: 0;">RELATIONSHIP: Non-Guardian ▼</p>
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ADD STUDENT / STAFF

[Return To Dashboard](#)

Payment Methods

You can view a complete history of fees 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](#)

Digital ID

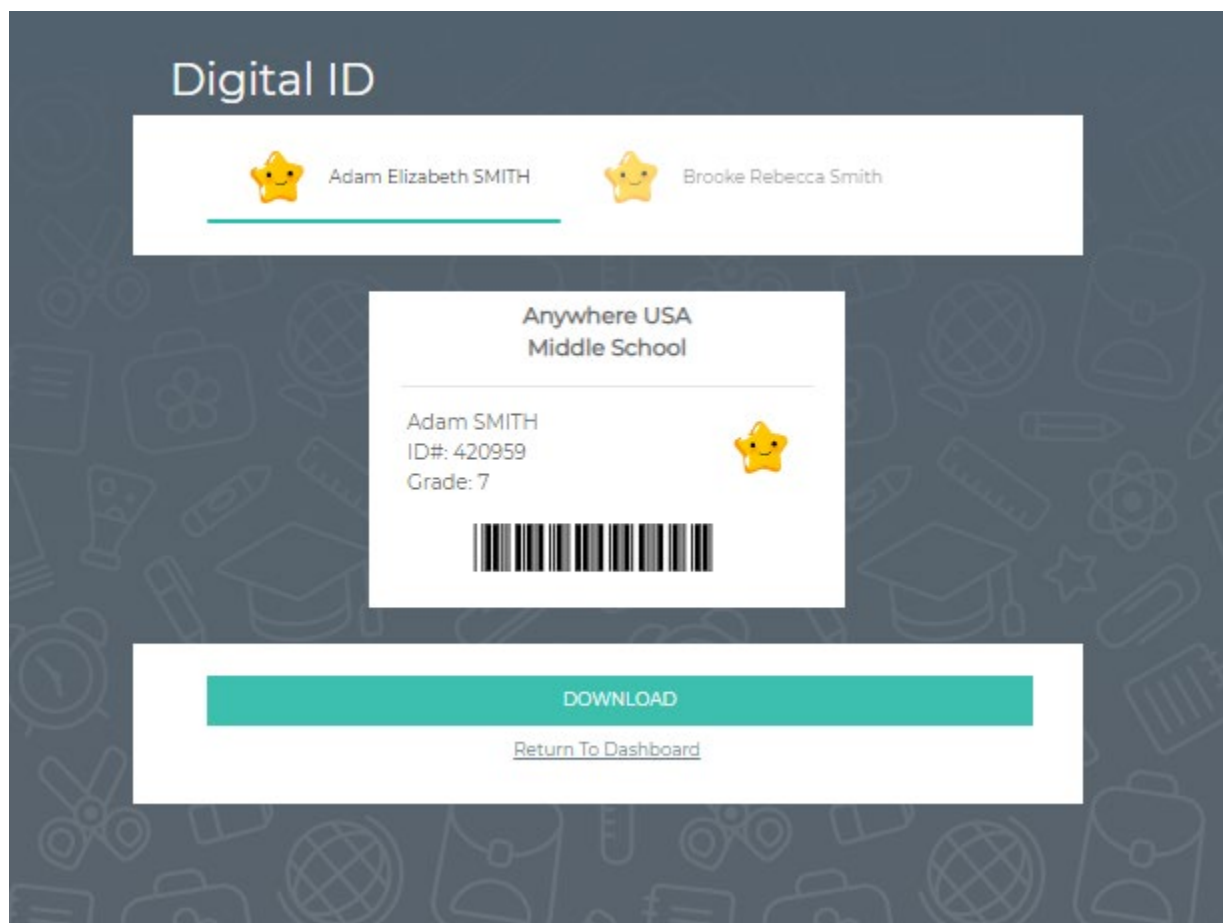
PaySchools Central now offers a digital copy of your student's ID card. This can be accessed directly from your PaySchools Central account that can be scanned directly from your mobile device

From computer

To access ID card, Click on Digital ID Card from dashboard > Click Download > save to desktop. This can be printed for your student(s)

From App/Smartphone

To access, Click on Digital ID Card from mobile dashboard > Click Download > Save to smartphone OR by taking a screenshot

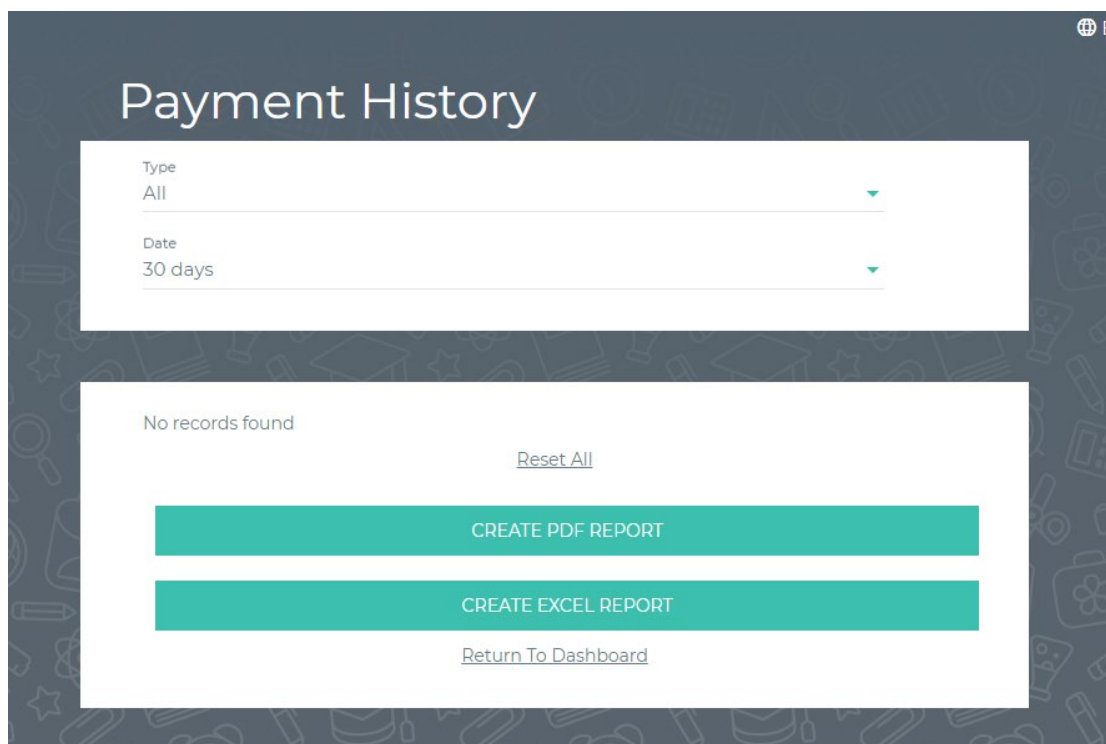


Note- This App allows you to select ID Card and scan in the cafeteria

Payment History

You can view a complete history of your fee 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.

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	 

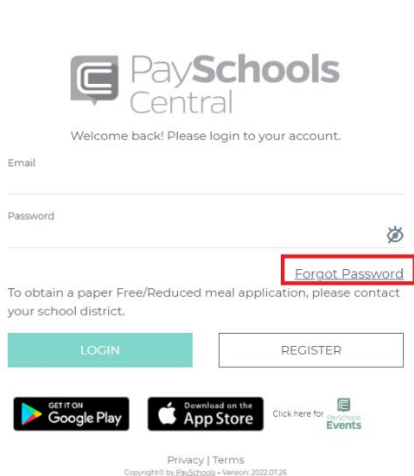
Fee Name	End Date	Amount Due	Student	Action
22-23 Tuition Fee	10/07/22	\$0.00	Brooke Rebecca Smith	 
Fee Type		Optional Fee		

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 

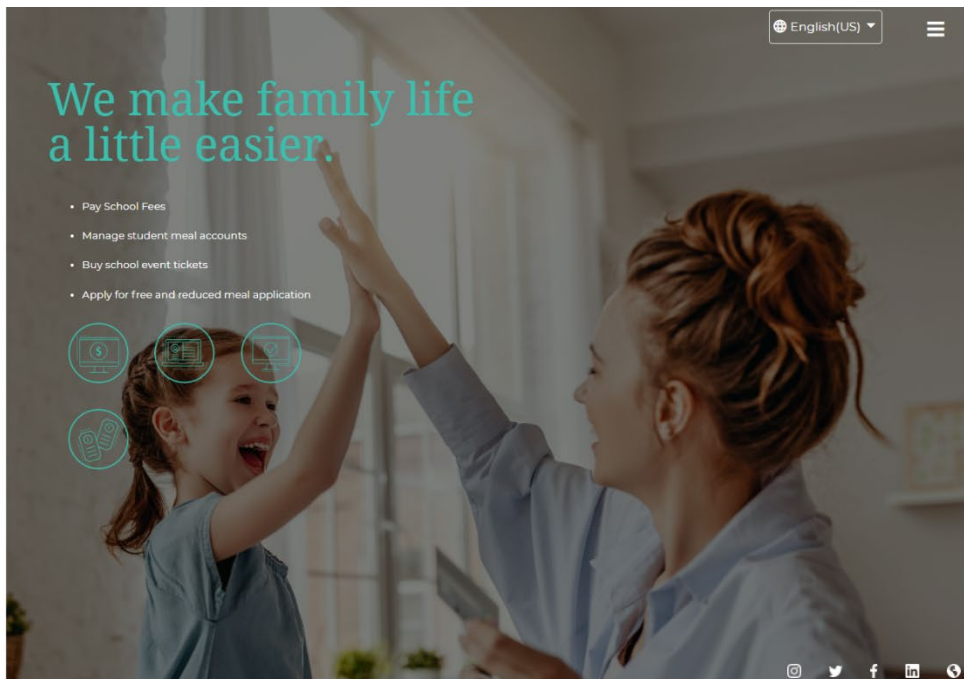
[Forgot Password](#)

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

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

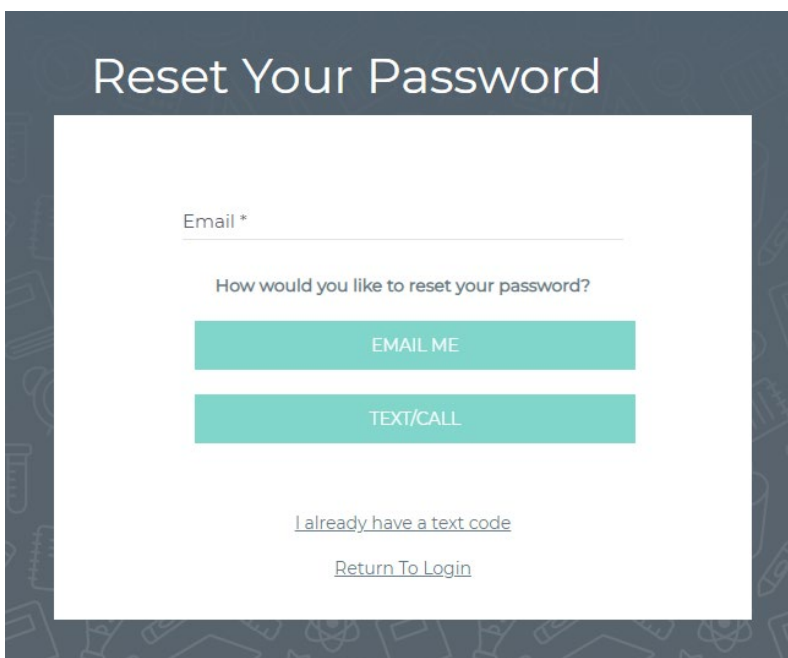


[Click here for Download Events](#)

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

CONFIRM

[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