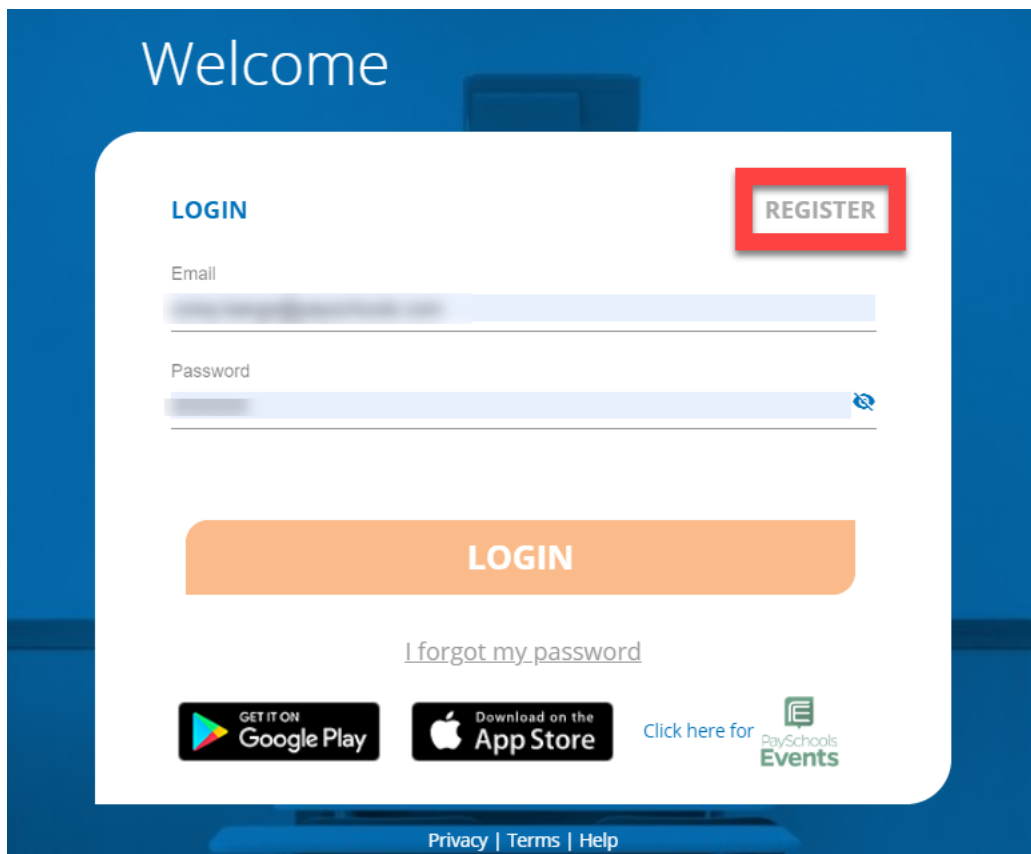# Registration

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 in unable to give out student information. Please contact your school if you need to validate.

Create User

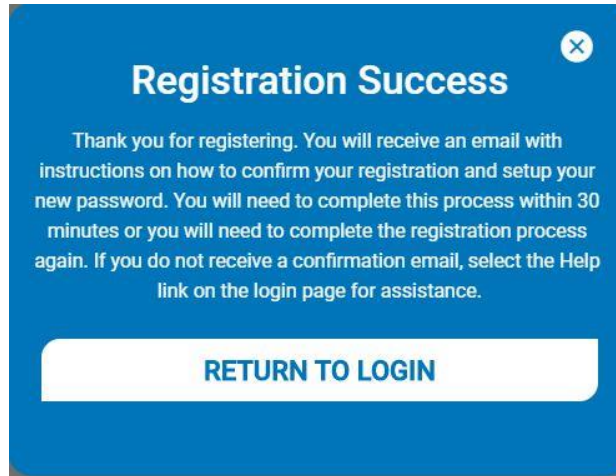1) To set up an account, go to www.payschoolscentral.com and click REGISTER.

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.

3) Review the <u>User Agreement</u> and check the box before clicking .

4) Click in the pop-up window and check your email inbox for a confirmation email.

Registration Success

Thank you for registering. You will receive an email with instructions on how to confirm your registration and setup your new password. You will need to complete this process within 30 minutes or you will need to complete the registration process again. If you do not receive a confirmation email, select the Help link on the login page for assistance.

RETURN TO LOGIN

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

Account Activation

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

Email *

Password *

Confirm Password *

CONFIRM

Return To Login   Clear All

Privacy | Terms | Help

PaySchools
Central

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 **SECURE** to continue.

Add Student and\or Staff

1) You have the option to **SKIP** 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 *

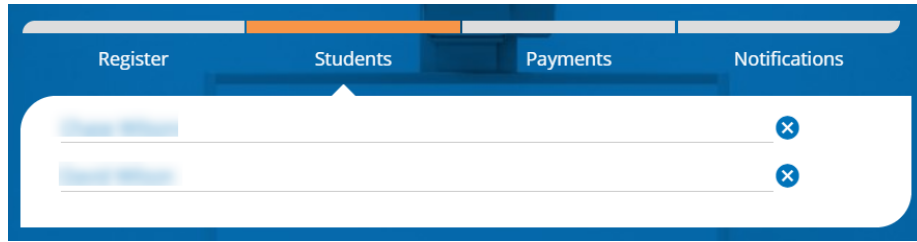Student Id *

First Name *

Last Name *

Relationship *

Clear All

ADD STUDENT / STAFF

SKIP

Privacy | Terms | Help

PaySchools
Central

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.

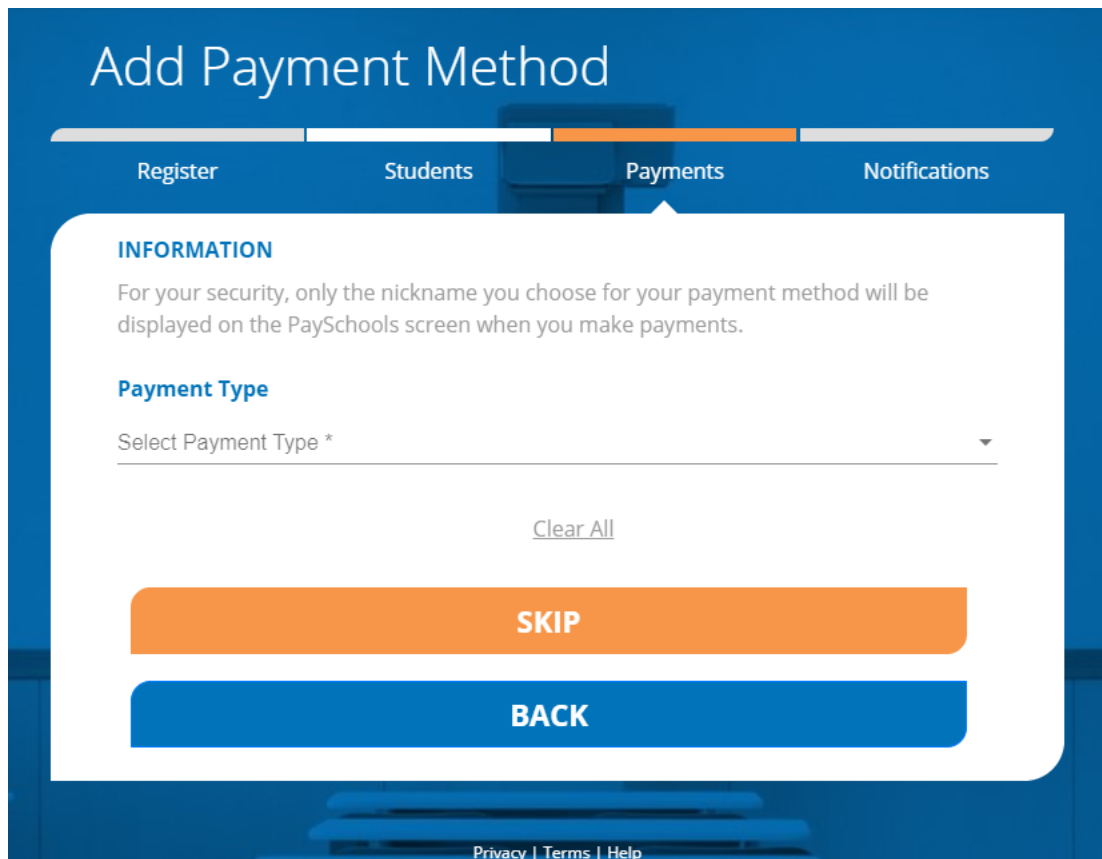4) Click **CONTINUE** once you've added all of your students and/or staff.

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.
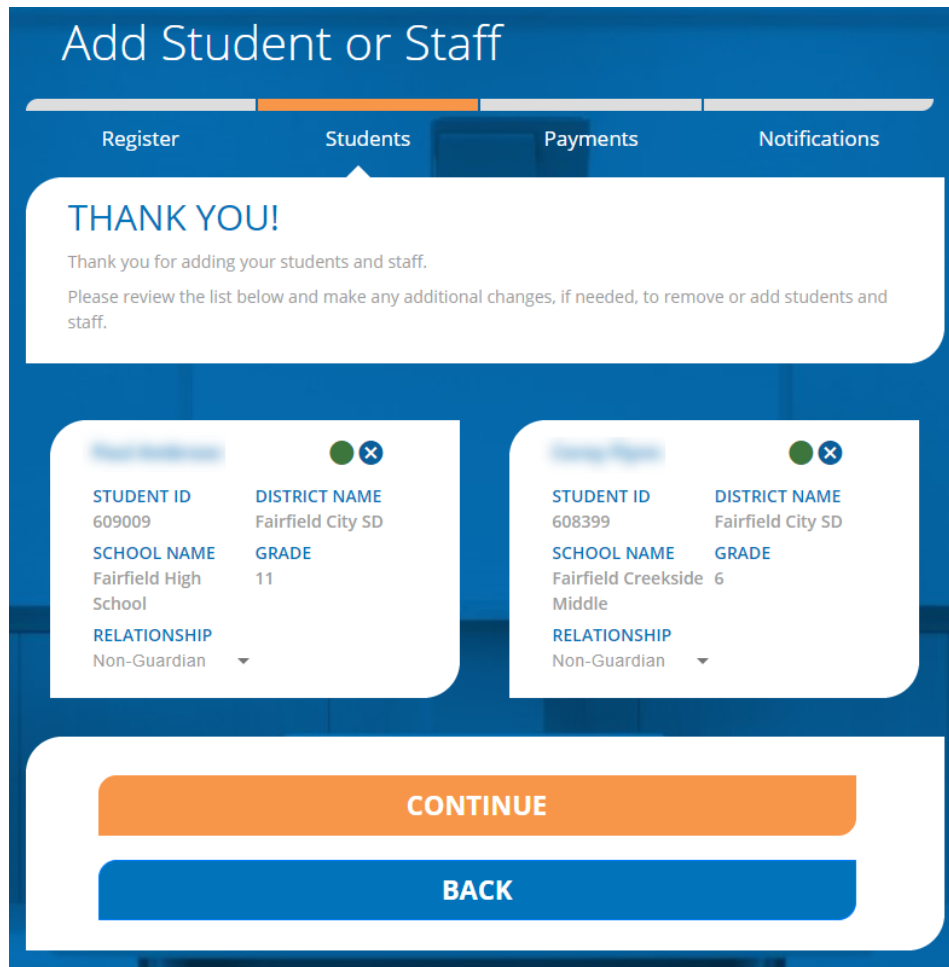
Add Payment Methods

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.

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 *

456 ← CVV

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.

AMERICAN EXPRESS DISCOVER MasterCard VISA

☑ 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

PaySchools
Central

ACH

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.

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 CONTINUE .

4) The registration process is now complete!
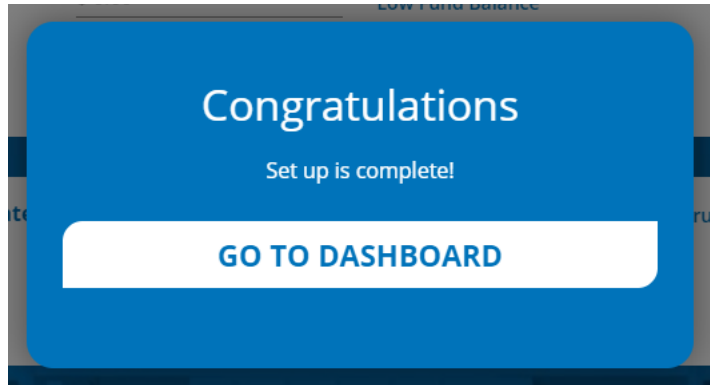
Dashboard

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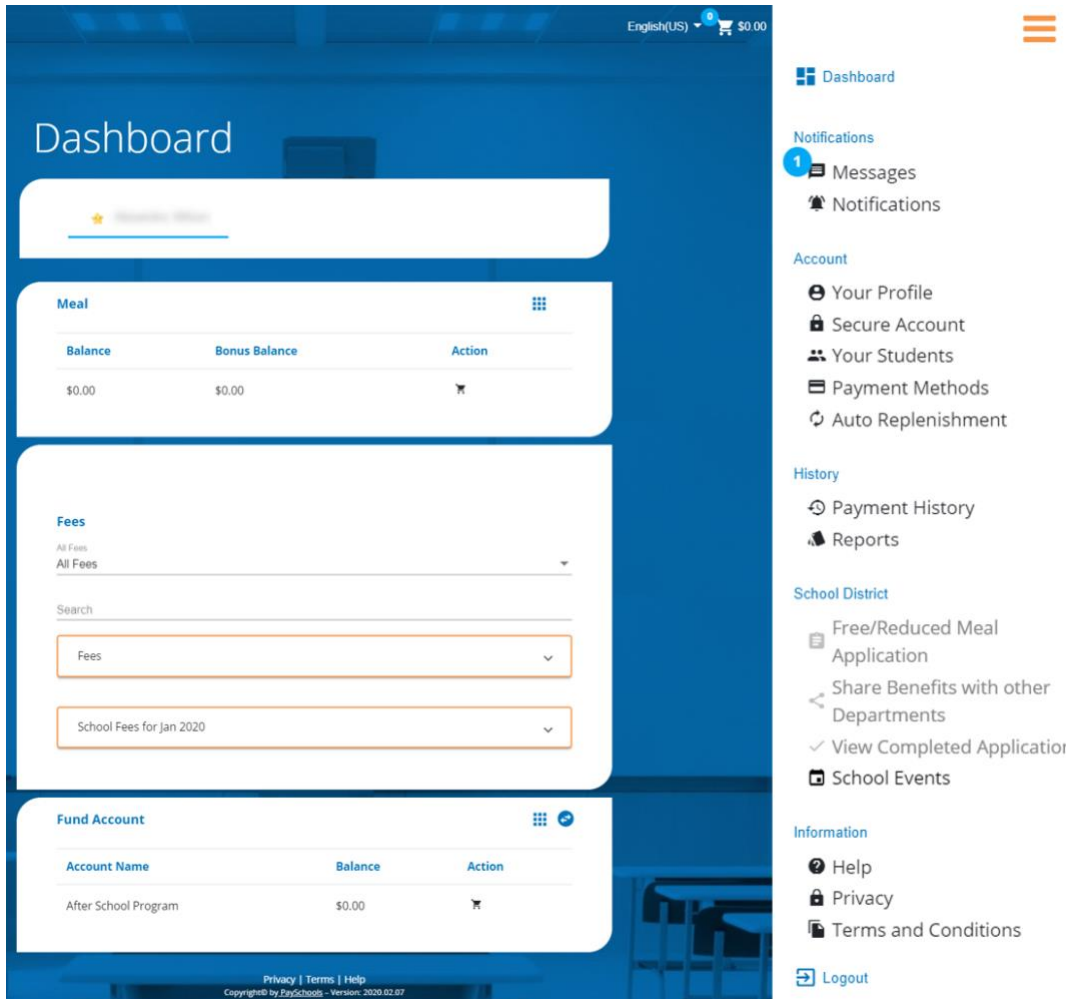
You can access the Menu from any page on the site. Click on the ≡ in the upper right-hand corner of the screen to access any of the site's features including your account settings.
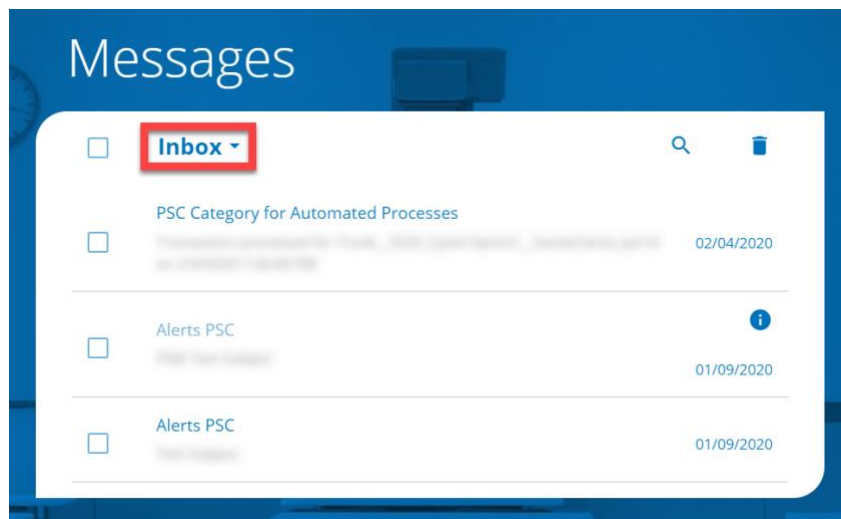
Messages

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 <u>Messages</u> 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 <u>Inbox</u>, 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 <u>Delete</u> 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 <u>Trash</u> 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.
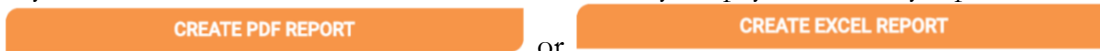

2) If you'd like to view the history of a certain payment type, select the payment type from the top drop-down menu.   You can also select a date range to find specific payments.

3) If you'd like to download a PDF or Excel version of your payment history report, click

CREATE PDF REPORT   or   **CREATE EXCEL REPORT**   .

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.

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
   CREATE PDF REPORT or **CREATE EXCEL REPORT** . 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.