Step-by-Step Guide for Parents
Getting started with e~Funds for Schools

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CREATING A NEW ACCOUNT

1. Visit the website provided by your district.
2. Click on **Create an Account**.
3. Provide requested information.
4. Click **Create Account**.

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3
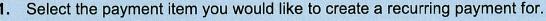
ACCOUNT MANAGEMENT
PAYMENT INFORMATION

1. Log into your Account
2. Select **Payment Methods** under **Payment Settings**.
3. Select **New Credit Card** or **New Direct Debit** to add new payment information.
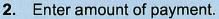4. After entering all required information, read Consent and select **Add** to save information to account.

ACCOUNT MANAGEMENT
STUDENTS

1. Log into your account.
2. Select **Manage Students** under **Manage Account**.
3. Enter student Last Name and Student Number.
4. Select **Add Student(s)**.
5. Repeat steps 2-4 to add additional students.

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SET UP RECURRING PAYMENT

1. Select the payment item you would like to create a recurring payment for.
2. Enter amount of payment.
3. Select **Add to Cart**.
4. Select **Begin Checkout**
5. Select **Edit** (from the Confirm Payment screen)
6. Select the arrow under frequency
7. Change the "1" under number of payments to the number of times you would like the payment to process.
8. Select **Confirm**
9. Change the start date to your desired payment date.
10. Select **Schedule Now**. Save the reference #. A payment notice will be emailed when payment is made.

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MAKE A PAYMENT

1. Select type of payment you would like to make.
2. Select student.
3. Enter amount of payment.
4. Select **Begin Checkout**.
5. Choose payment method or enter new method.
6. Review items and total.
7. Select **Pay Now**.

There is a $1.25 transaction convenience fee for each electronic checking payment that you make. For payments made by credit or debit card, there is a convenience fee of $2.85 per each $100 increment in the transaction. When you set up your account, please review your options carefully.