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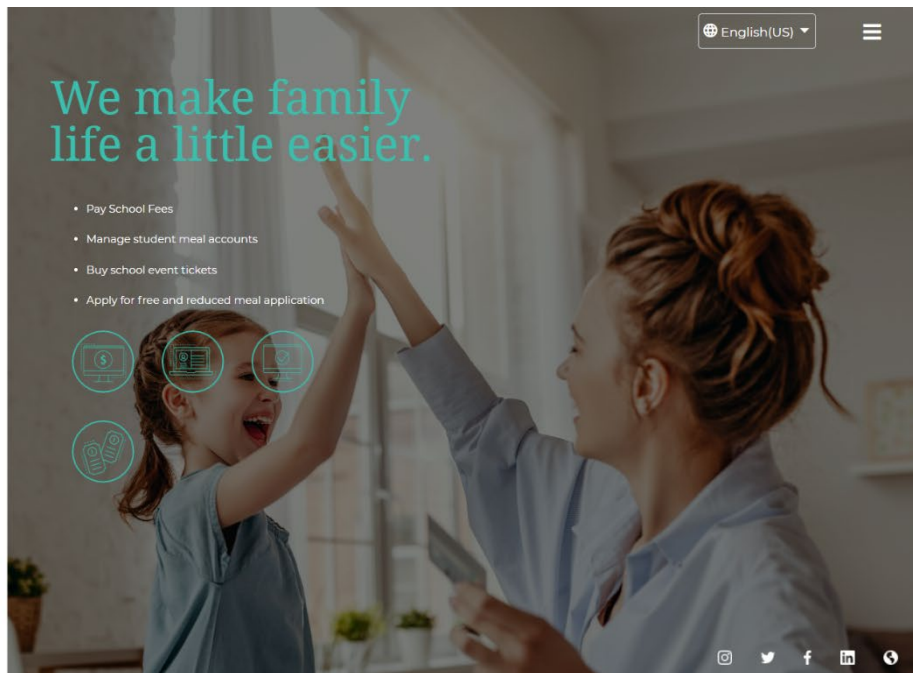
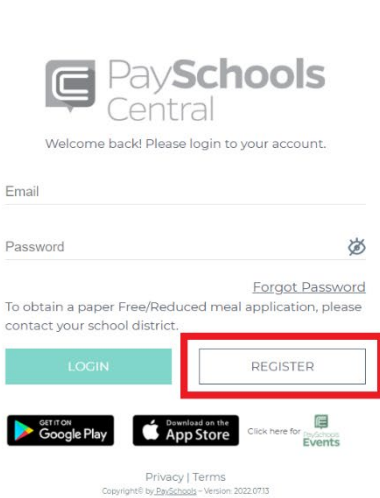
## Registering for PaySchools Central

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](http://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](http://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><b>Grace Cooney</b> <span style="color: green;">●</span> <span style="color: red;">✕</span></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><b>Dolly Parton</b> <span style="color: red;">●</span> <span style="color: red;">✕</span></p> <p>STUDENT ID: 9957694873</p> <p>DISTRICT NAME: Anywhere USA</p> <p>SCHOOL NAME: Early Learning Center99</p> <p>GRADE:</p> <p>RELATIONSHIP: Self</p>
--	---

**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

## Step 6: Notifications

Receive a consolidated monthly patron meal activity report for all students and staff on your account who had meal activity over last 30 days. Ex: 'Day of Month' set to the 4th; you will receive a consolidated meal report for the past 30 days on 4th of every month. Registration is Complete, Return to the Dashboard



## 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 meal, fund, and fee account summaries depending on what your district offers.

**Dashboard**

All Students Adam Elizabeth SMITH Brook

**Meal**

Name	Cafeteria Balance	Add Funds
Adam Elizabeth SMITH	\$0.50	
Brooke Rebecca Smith	\$7.50	

**Fees**

All Fees  
All Fees

Search

Fees

Optional

**Dashboard**

**Notifications**

- Messages
- Notifications

**Account**

- Your Profile
- Secure Account
- Your Students
- Payment Methods
- Auto Replenishment
- Digital ID
- Preorder Meals

**History**

- Payment History
- Reports

**School District**

- Free/Reduced Meal Application
- Share Benefits with other Departments
- View Completed Application
- School Events

**Information**

- Help
- Privacy
- Terms and Conditions


**Logout**

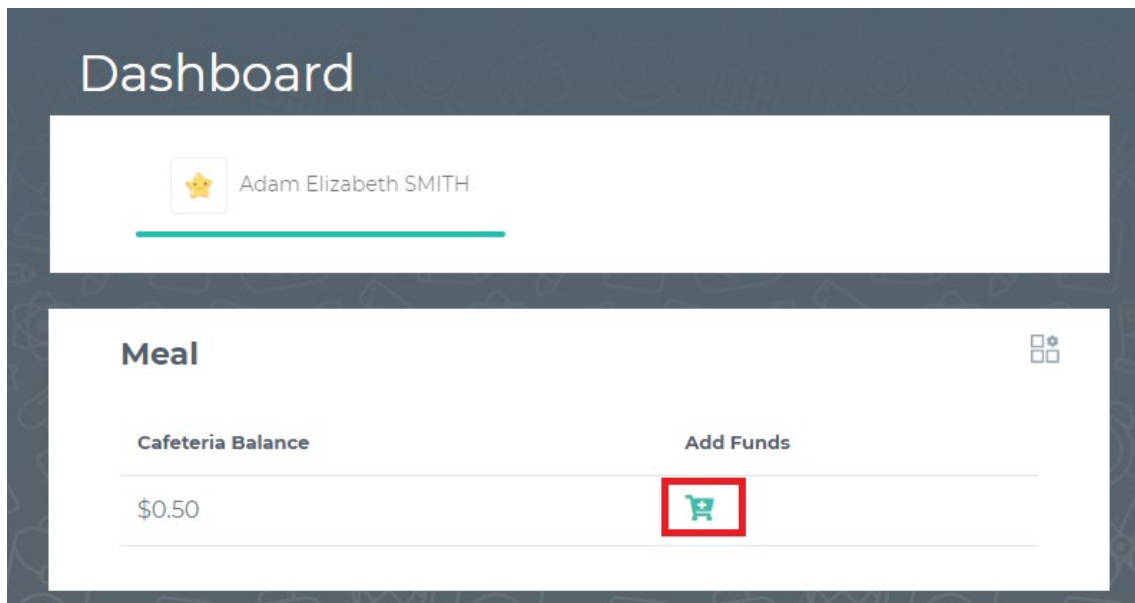
Version: 2022.08.31

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.

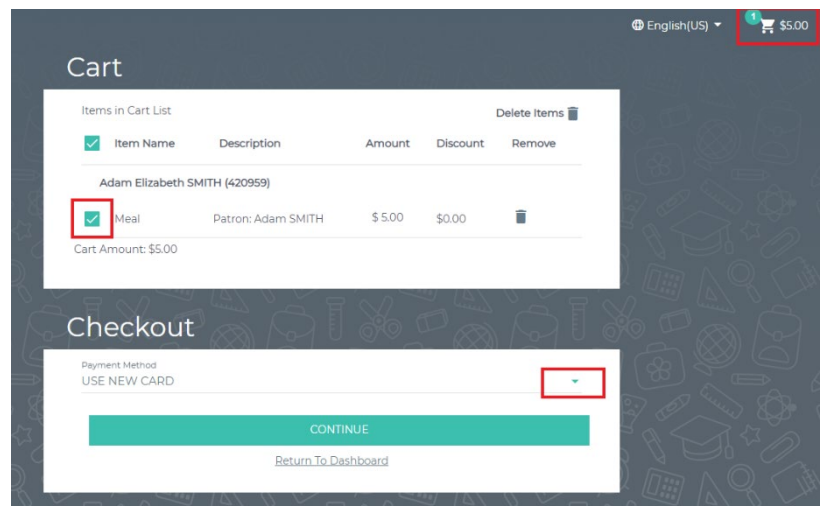
## One-Time Lunch Payments

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.

To make a one-time lunch payment, go to the Dashboard and select student > click  > Add desired amount > Click add to cart



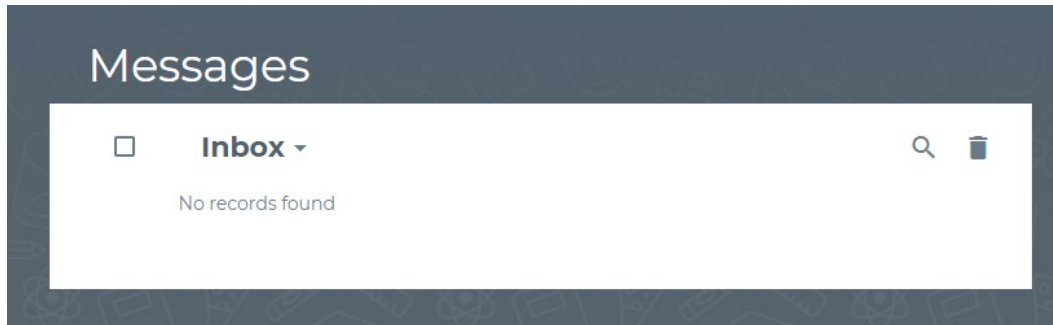
- ✓ Click on the shopping cart, upper right corner
- ✓ Check items to purchase
- ✓ Add new or existing card
- ✓ Click Continue





## 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 Meal balances, 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.

 A screenshot of the "Notifications" settings screen. It is divided into four sections: Meal Account, Fees, Fund Account, and Monthly Statement. Each section has a title, a sub-header "Instructions" with an information icon, and several notification items with toggle switches.
 

Section	Notification Item	Toggle Status
Meal Account	Low Meal Balance	On (Green)
	Balance Reminder	Off (Grey)
Fees	Fee Due	Off (Grey)
	Upcoming Payment	Off (Grey)
	Overdue Fee	Off (Grey)
Fund Account	Low Fund Balance	Off (Grey)
	Balance Reminder	Off (Grey)
Monthly Statement	Monthly Statement	On (Green)

## 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><b>Adam SMITH</b> <span style="float: right;"> </span></p> <p><b>STUDENT ID</b> 420959</p> <p><b>DISTRICT NAME</b> Anywhere USA</p> <p><b>SCHOOL NAME</b> Middle School</p> <p><b>GRADE</b> 7</p> <p><b>RELATIONSHIP</b> Non-Guardian <span style="float: right;">▼</span></p>	<p><b>Brooke Smith</b> <span style="float: right;"> </span></p> <p><b>STUDENT ID</b> 420708</p> <p><b>DISTRICT NAME</b> Anywhere USA</p> <p><b>SCHOOL NAME</b> East Elementary</p> <p><b>GRADE</b> 1</p> <p><b>RELATIONSHIP</b> Non-Guardian <span style="float: right;">▼</span></p>
---	---

[ADD STUDENT / STAFF](#)

[Return To Dashboard](#)

## Payment Methods

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


## Auto Replenishment

Auto Replenishment is a great option to ensure you have funds at all times you're your student(s). Select all or individual student to modify auto replenishments > Make adjustments > Read and agree to terms and conditions > Click Save

### Auto Replenishment

←  All Students
 Adam Elizabeth SMITH
 Brook →

---

Instructions 

Meal Account ▼

---

#### Adam SMITH

Account Balance\* \$0.5

Amount to Add\* \$10

Payment Method\* Work ▼

Balance Level\* \$5 ▼

Stop Payments After\* 📅

SAVE

---

#### Brooke Smith

Account Balance\* \$7.5

Amount to Add\* \$10

Payment Method\* Work ▼

Balance Level\* \$5 ▼

Stop Payments After\* 📅

SAVE

---

VIEW ALL HISTORY

TURN OFF ALL AUTO-REPLENISHMENT

[Return To Dashboard](#)

## Digital ID

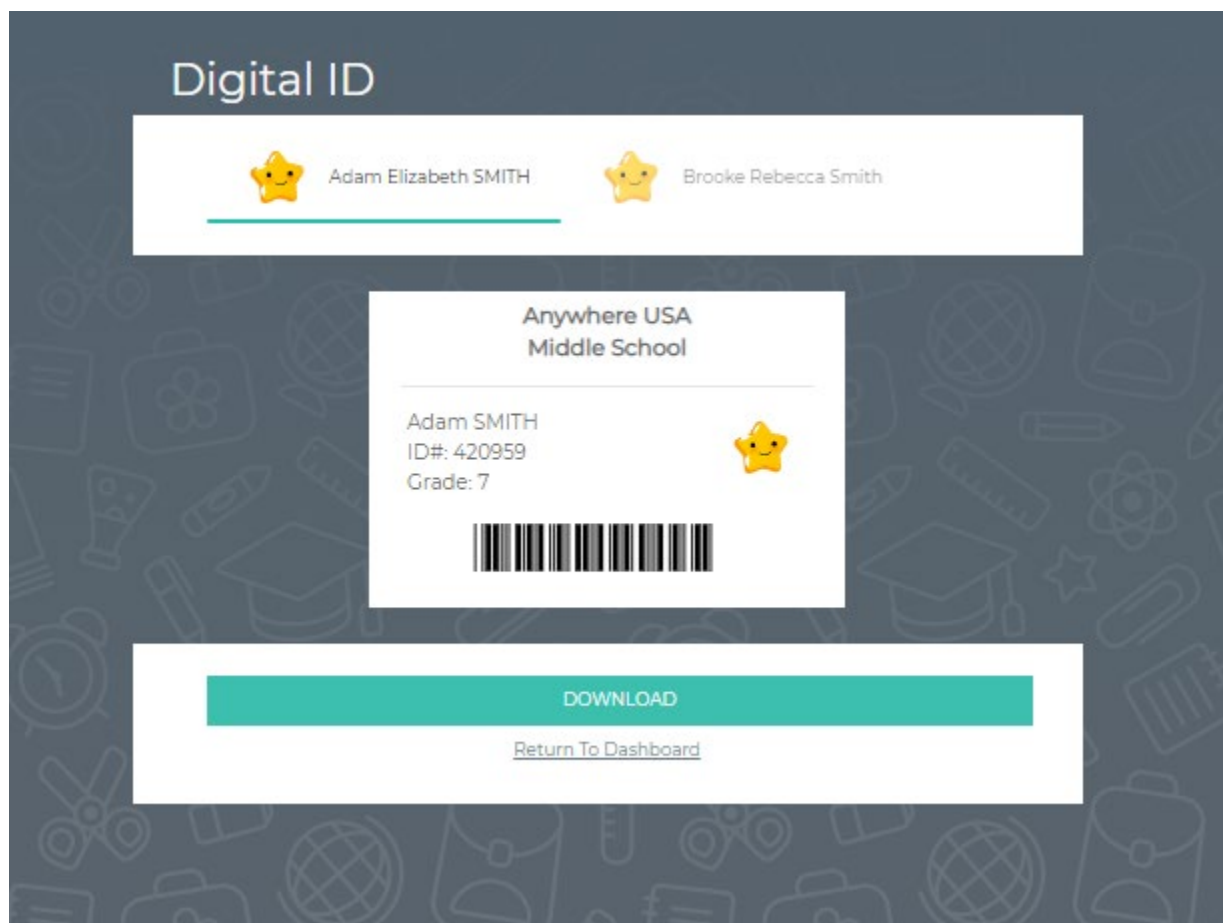
PaySchools Central now offers a digital copy of your student's ID card. This can be accessed directly from your PaySchools Central account that can be scanned directly from your mobile device

### 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

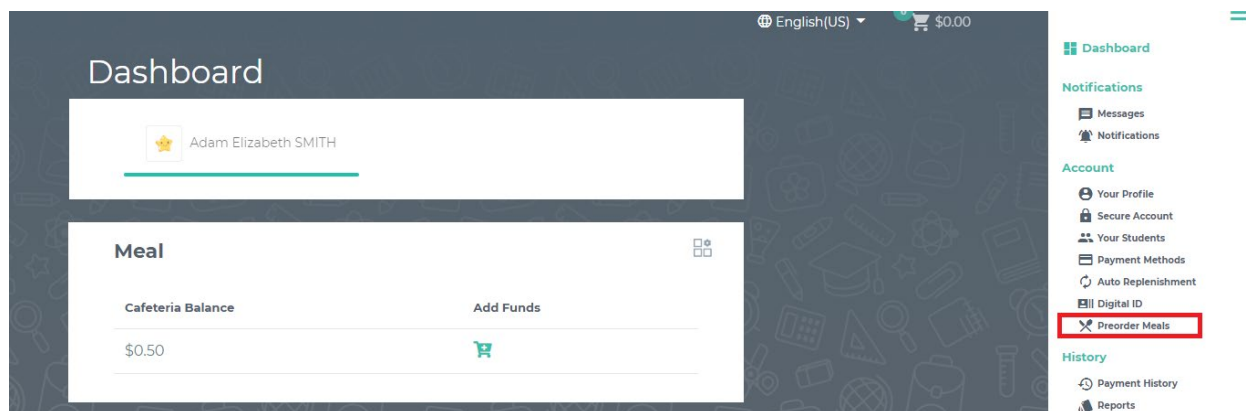


Preorder

## Pre-Order

The PaySchools pre-order system, powered by myMealOrder makes preordering meals quick, easy, and secure. With our preorder system, you can plan and pay for your students' meals several days in advance. Please note, if your district doesn't offer preorder, this feature may not be available in your PaySchools Central Menu.

Open the Menu on the right-hand side of the screen by selecting Preorder Meals > You will be directed to myMealOrder's website > You will not need to register nor sign in to myMealOrder as all of your account and students' information will have already been transferred.





Choose meals/items for each student for the days you wish to pre-order for > Once your items have been added to your cart you can View Cart OR Click Checkout

**MyMealOrder** | Meals | My Account | My Orders | Documents | Help | Contact | Back to PaySchool Central

Select Language  | Powered by Google Translate

Print Calendar Menu | Welcome Demo UserOne (\*\*SALES TEST HERE (Anywhere Demo)) | **Checkout**

Week | Month | **Week of March 6, 2023**

Justin Adkins  
High School

Mon, Mar 6	Tue, Mar 7	Wed, Mar 8	Thu, Mar 9	Fri, Mar 10
Egg & bacon breakfast sandwich meal Meal Details	Egg & bacon breakfast sandwich meal Meal Details	Egg & bacon breakfast sandwich meal Meal Details Remove from Cart	Egg & bacon breakfast sandwich meal Meal Details Add to Cart	Egg & bacon breakfast sandwich meal Meal Details Add to Cart
Breakfast Burrito meal Meal Details	Breakfast Burrito meal Meal Details	Breakfast Burrito meal Meal Details Remove from Cart	Breakfast Burrito meal Meal Details Add to Cart	Breakfast Burrito meal Meal Details Add to Cart
Burrito Bowl Lunch Meal Details	Burrito Bowl Lunch Meal Details	Burrito Bowl Lunch Meal Details Add to Cart	Burrito Bowl Lunch Meal Details Add to Cart	Burrito Bowl Lunch Meal Details Add to Cart

**View Cart**

Review your total and click process your payment by selecting Place Order > You will then be re-directed to PaySchools Central to Select your payment method

**MyMealOrder** | Meals | My Account | My Orders | Documents | Help | Contact | Back to PaySchool Central

Select Language  | Powered by Google Translate

Welcome Demo UserOne (\*\*SALES TEST HERE (Anywhere Demo))

Justin High School

Date	Description	Price	Delete
Wednesday March 8	Egg & bacon breakfast sandwich meal,	0.00	✘
Wednesday March 8	Breakfast Burrito meal,	3.00	✘
		Subtotal: \$3.00	

Order Total: \$3.00

Empty Cart | **Place Order**

[Continue Shopping](#)

Review totals > Apply to Cafeteria Balance OR Select Payment method > and check to process the terms and conditions box to agree and then click preorder selections and payment.

### Cart

Items in Cart List Delete Items

<input type="checkbox"/>	Item Name	Description	Amount	Discount	Remove
Justin Quan Chi Adkins (420342)					
<input type="checkbox"/>	Preorder Meal	Patron: Justin Adkins	\$ 3.00	\$0.00	
		<input type="checkbox"/> Apply Cafeteria Balance: \$ 48.76			

Cart Amount: \$3.00

### Totals

Sub Total	\$3.00
Internet Convenience Fee: ⓘ	\$1.95
<b>Total Amount Due</b>	<b>\$4.95</b>

By Checking this checkbox, I agree to the terms and conditions.

Credit Card Processing terms and conditions : ▼

**MAKE PAYMENT**

### Checkout

Payment Method  
Discover ▼

**CONTINUE**

[Return To Dashboard](#)

Make sure not refresh your screen while the payment is processing. Once you have processed your payment in PaySchools Central account, you will receive an email receipt as well as a message with order details in your PaySchools Central Account.

## Success

Thank you for your payment of \$3.00. A copy of your receipt has been emailed to you.

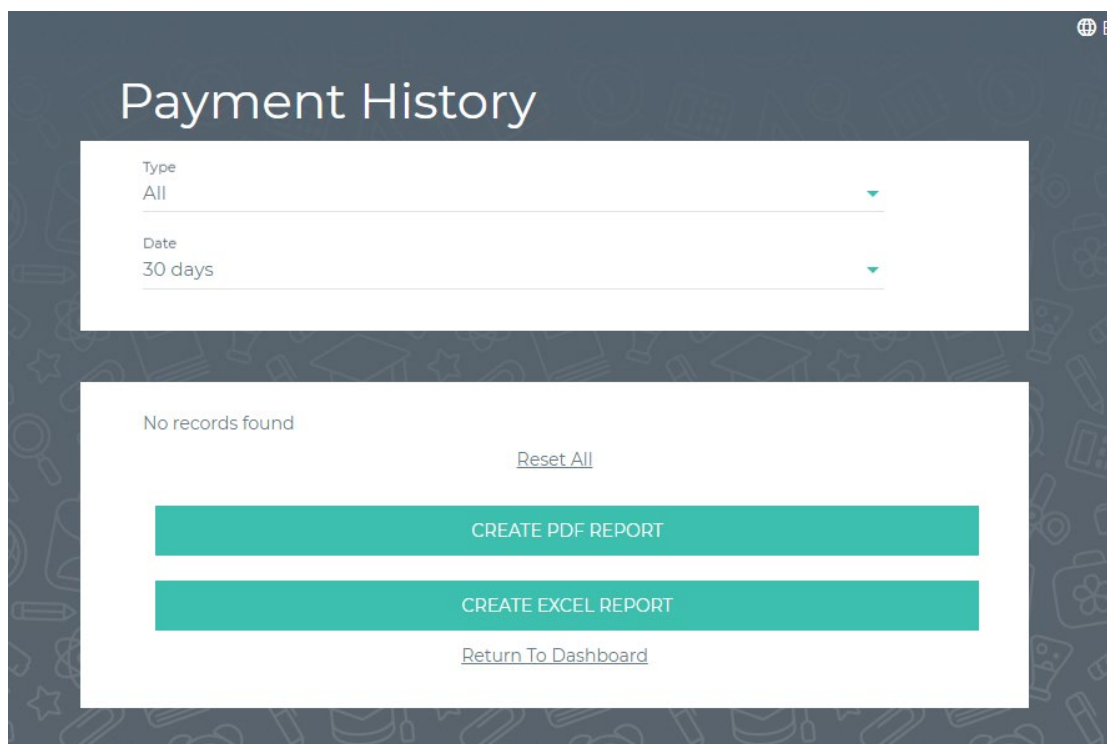
**PRINT RECEIPT**

**RETURN TO DASHBOARD**

## 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.

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.

## 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.

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

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.

The screenshot shows a web interface titled "Reports". Underneath, there is a section for "Meal Report". It contains three dropdown menus: "Select Report Type" (set to "Meal Account Report"), "Select Student / Staff", and "Date" (set to "30 days"). Below these are two large teal buttons: "CREATE PDF REPORT" and "CREATE EXCEL REPORT".

Report created ✕

SEND EMAIL

DOWNLOAD NOW

## Meal Restrictions

- ✓ Click on the icon highlighted below and choose Meal Restrictions
- ✓ You can restrict your patron to a daily spending limit by keying in a certain amount, beyond which the patron is not allowed to purchase.
- ✓ Setting the limit to \$0 dollars will completely restrict your patron from purchasing anything in their school cafeteria.
- ✓ Restrictions can be based on meal type, individual items or item groups for your patrons.
- ✓ Any setting on this screen will restrict your patron from purchasing the items set by you.

The screenshot shows the 'Dashboard' page with three main sections: 'Meal', 'Fees', and 'Fund'. In the 'Meal' section, a dropdown menu is open, highlighting the 'Meal Restrictions' option. The 'Fund' section contains a table with the following data:

Name	Account Name	Balance	Add Funds
Adam SMITH	NEST Account	\$0.00	
Brooke Smith	NEST Account	\$0.00	

The screenshot shows the 'Meal Restrictions' configuration page for 'Adam Elizabeth SMITH'. It includes the following sections:

- LIMITS:** A 'Daily Spending Limit' field with a placeholder '\$ Enter Amount to Add' and a currency icon. Below are three toggle switches: 'No A La Carte' (off), 'No Breakfast' (off), and 'No Second Meal' (off).
- RESTRICTIONS:** A section with the instruction: 'Please choose the groups and items you want to restrict your student from purchasing. Reminder: Only the selected items are restricted.'
- GROUPS:** A section for selecting groups to restrict.
- ITEMS:** A search bar with the placeholder 'Search For An Item' and a search icon. Below the search bar, it says 'No matching results found'. At the bottom, there is a large green 'SAVE' button and a 'Return To Dashboard' link.

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.

## 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.

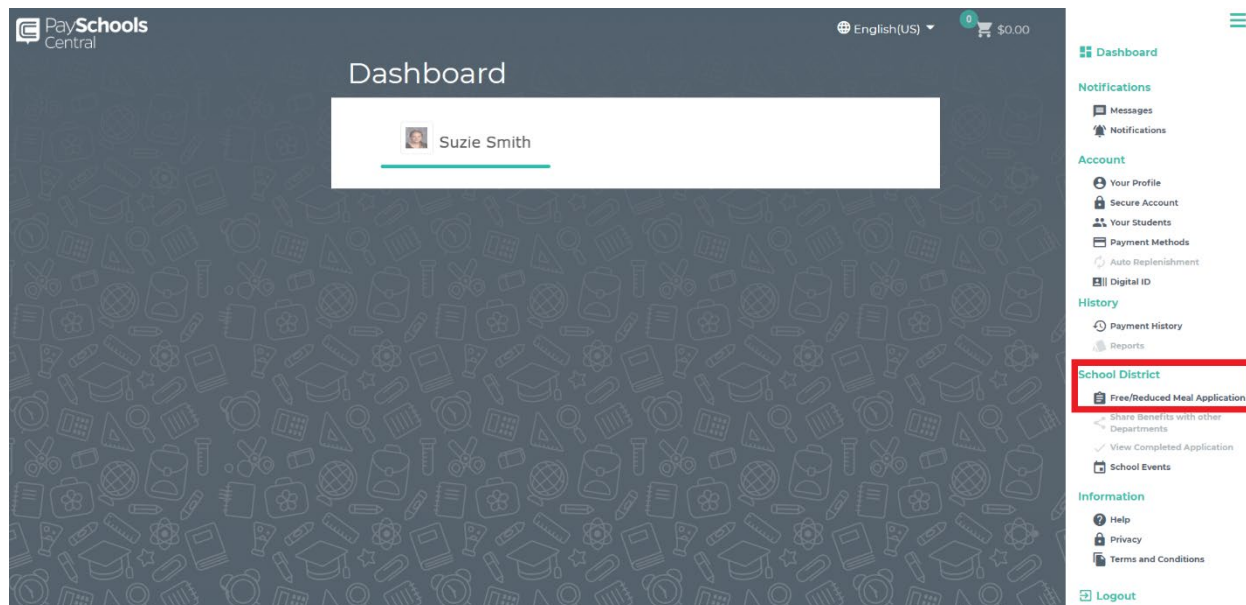


## Free & Reduced Application

### Step 1-

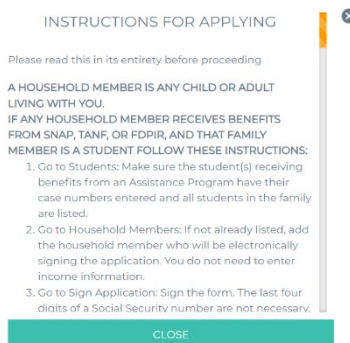
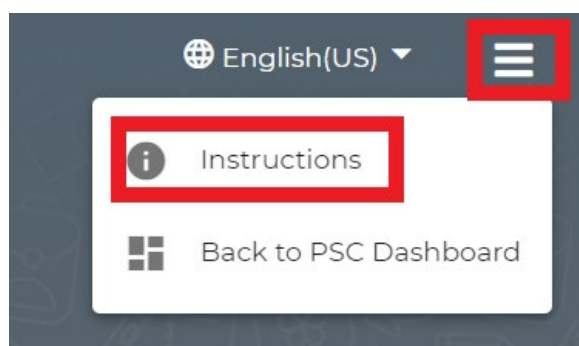
Once your account is set up in PaySchools Central, you can begin your Free/Reduced Application > Select Free/Reduced Meal Application from your dashboard.

- It is recommended to have your PaySchools Central Password & Income for all members of your household available for this process.



### Step 2-

Instructions on how to complete an application is located to the right of the screen



**Step 3-**

Your contact information is pre-filled with your profile information > verify and/or alter changes needed > Select preferred contact method; districts use to send determination letter > Click continue

## Contact Information

Contact   Students   Members   Sign   Disclosure

### YOUR CONTACT INFORMATION

First Name \*

Last Name \*

Email ID ?

Address Line 1

Address Line 2

Zip Code

City

State ▼

Phone Number

Mobile Number

### PREFERRED CONTACT METHOD

EMAIL FOR INSTANT CONTACT

Email ▼

If your school district reviews all applications, your preferred delivery method will be used to send your determination letter. Email delivery is preferred to get your response as quickly as possible.

**CONTINUE**

**Step 4-**

Return to Application allows you to complete an existing application. Select **NEW APPLICATION** to begin an application for current school year

The screenshot shows a web interface titled "Application" with a navigation bar containing "Contact", "Students", "Members", "Sign", and "Disclosure". The main content area is titled "Please Choose one of the following options" and contains three teal buttons: "RETURN TO APPLICATION" (with subtext "Complete a prior Unsigned/Incomplete application"), "NEW APPLICATION" (with subtext "Begin a New Application for a Student/User"), and "BACK". At the bottom, there is a link: "Cancel and go to my PaySchools Central Dashboard".

**Step 5-**

Please read prompted message on how income should be entered. If no message appears- you will ONLY see the "Here's how eligibility is handled"

The screenshot shows a web interface titled "Before you begin" with a navigation bar containing "Contact", "Students", "Members", "Sign", and "Disclosure". The main content area is titled "HERE'S HOW ELIGIBILITY IS HANDLED" and contains the following text: "We only need one application for all the children in your household. Eligibility for free or reduce price school meal benefits is based on any one of the following three things:" followed by a bulleted list:

- Your total household income and family size in the month the application is filled out, or the month before, or after
- Your child's individual status as foster, homeless, migrant or runaway, or
- Participation in an assistance program by any member of your household.

Below the list, it states: "Your US citizenship or immigration status does not affect your eligibility for free and reduced-price benefits." At the bottom, there are two teal buttons: "CONTINUE" and "BACK", and a link: "Cancel and go to my PaySchools Central Dashboard".

**Step 6-**

Add/Verify Students > data from student(s) account will be shown > You can remove students by clicking the "x" > Click Add Student if additional students are in household > When complete, Start Application

- If **Direct Certification** says "YES", no application is needed from your district
  - If all your students in your household are DC, you will be directed to the disclosure options to allow or prohibit sharing of your meal status- information is typically used in waiving certain district fees.
  - If some, but not all students are DC, you can extend benefits to the other children by using the EXTEND TO ALL option and selecting those currently on your application > redirected for disclosure options
- Select **FOSTER CHILD** only for any students in your household- no income or additional information will be needed for student(s)

**Verify Students**

Contact Students Members Sign Disclosure

Suzie Smith

STUDENT ID	DISTRICT NAME
99999	ABC Local Schools
GRADE	SCHOOL NAME
8	ABC Middle School
DIRECT CERTIFICATION	No
Is this a Foster Child?	<input type="checkbox"/> YES

ADD STUDENTS

START APPLICATION

BACK

[Save and Go to my Payschools Central Dashboard](#)

**ADD STUDENTS**

OHIO

PLAIN LOCAL SCHOOLS

Select Grade

STUDENT ID

Your First Name

Your Last Name

ADD CANCEL

**Step 7 -**

Select Assistance Type if applicable > Enter Case Number > Continue

**OR**

Select None of These > Yes or No to income > Enter Income if applicable > Continue

**To save and return later- click save and go to PaySchools Central Dashboard**

## Student Assistance

Contact
Students
Members
Sign
Disclosure

**Lets determine if your student has state assistance or sources of income.**

Some common sources of income for children are:

- A full-time or part-time job, or
- Supplemental Security Income (SSI), if the child is disabled, Social Security benefits for children of a disabled, retired, or deceased parent, or
- Money regularly received from extended family or friends outside of the household, or
- Money from a pension, annuity, or trust

Do not include infrequent earnings, such as income from occasional babysitting or mowing lawns.

Please answer for each of your students / patrons below.

Suzie Smith

**Lola Drlik**

Select Assistance Type \*  
None of These ▼

Select Special Situation \*  
None of These ▼

Does Lola have income? Please select the checkbox to enter  
Income details.  Yes  No

CONTINUE

BACK

[Save and Go to my Payscale Central Dashboard](#)

**Step 8 -**

Please read the information on what is considered to be a member in your household

- ✓ You are automatically added to application as member
- ✓ If application is file from prior year, members are automatically added
- ✓ Remove/Add members if needed

## Verify Members

Contact
Students
Members
Sign
Disclosure

Students already added to the application from your school district **MUST NOT** be added in the members section.

You have been added automatically as a member to this application, but there may be additional members in your household.

Please remove or add members to this application based on this following definition.

**A member is defined as:**

- Students that are in grade 12 or below and attend school in another school district
- Children that attend all day care or preschool, or are not of school age, including infants
- Anyone 18 years of age or younger living in your household that does not currently attend school
- Grandparents or other extended family members that are living with you
- Also include people that are not currently living with you, but are only away on a temporary basis, like:
  - Kids that are away at college
  - Members of your family that are in the military, and are deployed

Include people regardless of age or whether they earn or receive income.

Parent Name

ADD MEMBER

CONTINUE

BACK

[Save and Go to my Payscale Central Dashboard](#)



**Step 9 -**

Enter Member Assistance (SNAP/TANF) > OR None of These > Enter Income  
Income must be complete for each field type selected > Continue

**To save and return later- click save and go to PaySchools Central Dashboard**

## Member Assistance

Contact
Students
Members
Sign
Disclosure

**Lets determine if your member has state assistance or sources of income**

Do the members have income from the following sources?  
Remember to report current, gross income.

There are 4 types of Income that can be reported here.

1. **Employment Income** - gross earning before deductions, include all jobs.
2. **Welfare/Child support** - Include welfare, child support and alimony payments.
3. **Government Income** - pension, social security, child SSI and permanent disability.
4. **Other** - Include withdrawals from savings account or any other income.

Member Name

---

Member Name

Select Assistance Type \*

None of These ▼

Does Lisa have income? Please select the checkbox to enter  
Income details.  Yes  No

**Income from Work (gross income)**

\$ Income \*       Select Frequency \* ▼

**Welfare/Child Support/Alimony(gross income)**

\$ Income \*       Select Frequency \* ▼

**Pension, Retirement, SSI, VA, SS(gross income)**

\$ Income \*       Select Frequency \* ▼

**Other Income (PFD) (gross income)**

\$ Income \*       Select Frequency \* ▼

CONTINUE

BACK

**Step 10 -**

- Read Use of Information & USDA Non-Discrimination Statement > Continue

**Step 11 -**

Review information entered > Edit if needed > Read & Certify > Continue

**Step 12 -**

Provide last 4 of SSN or check if not applicable > Enter preferred language > Enter PaySchools Central Password > Click Sign

The screenshot shows the 'Sign your Application' page. At the top, there is a navigation bar with tabs for 'Contact', 'Students', 'Members', 'Sign', and 'Disclosure'. The 'Sign' tab is active. Below the navigation bar, the main heading is 'SIGN YOUR APPLICATION'. The form contains the following sections:

- SIGNER: Parent name**: A text input field with a placeholder 'Last 4 of SSN: \*\*\*-\*\*- Enter last 4 digit of SS...'. Below it is a checkbox labeled 'No SSN/Not Applicable'.
- Preferred Language \***: A dropdown menu currently showing 'English(US)'.
- ELECTRONIC SIGNATURE**: A text area with the text 'I Certify (promise) that all information on this application is true and that all income is reported'.
- CONFIRM PASSWORD \***: A text input field.

At the bottom of the form, there are two buttons: 'SIGN' and 'BACK'.

**Step 13 -**

If your district doesn't automatically approve applications, you will be notified of a pending status and the preferred contact method will be used to send notification AND once approved a pop-up message will notify your completed application

The screenshot shows a 'Success' message box. At the top, there is a navigation bar with tabs for 'Contact', 'Students', 'Members', 'Sign', and 'Disclosure'. The 'Sign' tab is active. The main heading is 'APPLICATION PENDING'. The text inside the box reads:

Application pending approval from the school.

The district will review your application and if everything is accepted, the application will be approved, and you will receive your determination letter from the district based on the communication method chosen on the contact screen. If there are any issues with your application, you will receive an email from the district letting you know what you need to correct or add.

Thank you for applying for school meal benefits!

At the bottom of the box, there is a 'CONTINUE' button.

The screenshot shows an 'Information' pop-up message box. At the top right, there is a close button (X). The main heading is 'Information'. The text inside the box reads:

You can now view your completed meal application from PaySchools Central.

Click on the below button (or) navigate to User menu -> View Completed Application, to view your application

Below the text, there is a checkbox labeled 'Do not show this popup again'.

At the bottom of the box, there is a 'VIEW COMPLETED APPLICATION' button.

**Step 14 -**

To view your application, you can select from Download determination letter, download application, or decline benefits (If your income situation changes and no longer wish to receive)

## View Application

Application ID: 10748      Status: Your Status will be here  
Entered By: Parent Name      Signed By: Parent Name  
Last 4 SSN: 1234

**STUDENTS**  
Suzie Smith

**MEMBERS**  
Will list all member on Application

DOWNLOAD APPLICATION

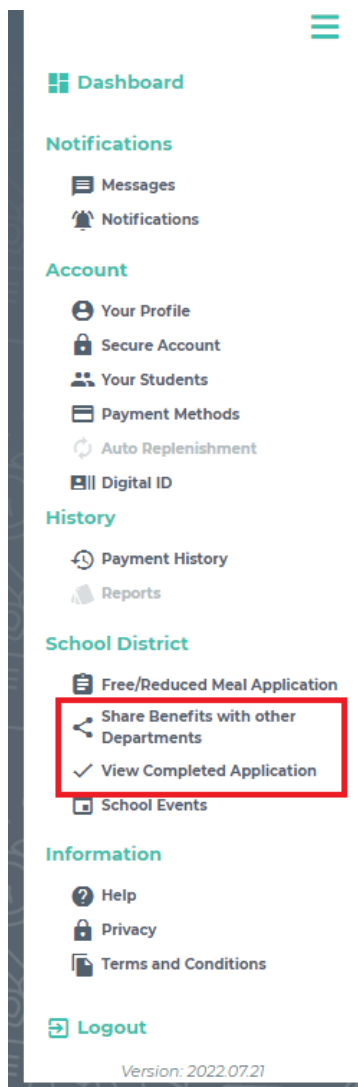
DOWNLOAD DETERMINATION

DECLINE BENEFITS

[Go to my Payschools Central Dashboard](#)

## Step 15 -

Once approved it is important to return to the **Share Benefits with Other Departments**- This allows your district to extend benefits to other items, such as Fees.



### Disclosure Categories

Contact Students Members Sign Disclosure

#### SHARE MEAL BENEFIT WITH OTHER DEPARTMENTS

The information you give on the Confidential Application for Free or Reduced Price Meal is only used to determine your student(s) eligibility for Free or Reduced Price meals. The information may also be used to determine your student(s) eligibility to receive benefits for other programs. We must have your permission to share your information. Please read the description for each category carefully. Completing this form will not change whether your student(s) get free or reduced meals. Completing this waiver is NOT A REQUIREMENT for participation in any school nutrition program. Please choose the program(s) by selecting the check box by each program for the ones you wish to OPT IN and share your information with.

Are you willing to share your student's meal benefits with other departments in the district for a possible reduction in your fee costs? If so, the school has listed the different departments or areas you can choose below. Please check the box for which to share your meal benefit.

**Suzie Smith**

Check this box if you would like to share with ALL departments below

Instructional Fee Waiver

**SIGNER: Parent name**

**ELECTRONIC SIGNATURE**

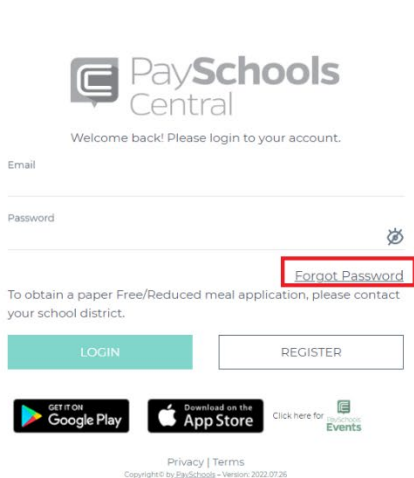
I Certify (promise) that all information on this application is true and that all income is reported

CONFIRM PASSWORD \*

## 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

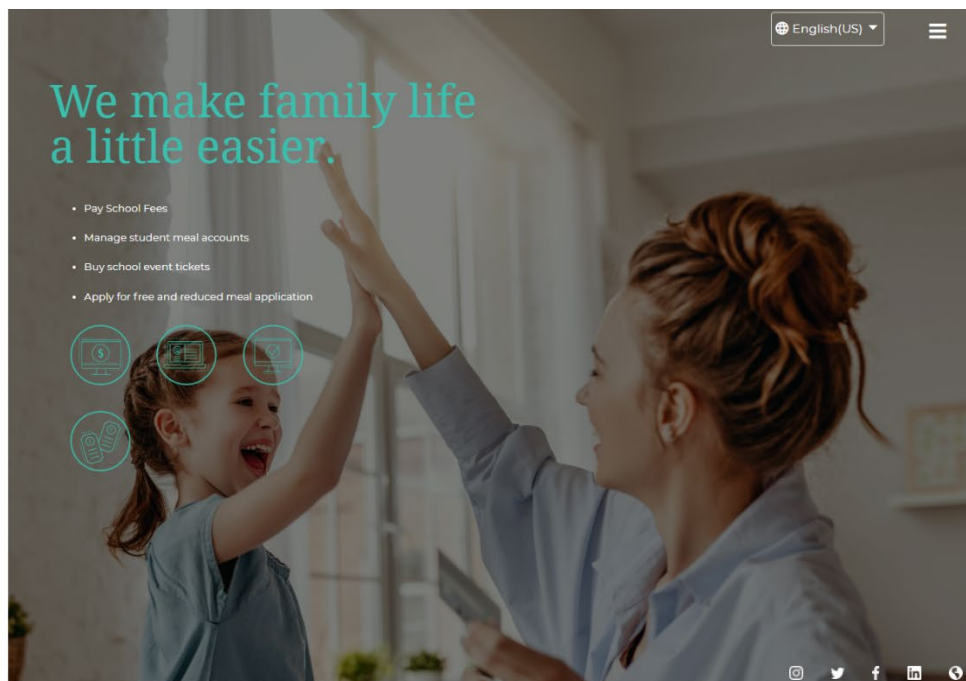
[Forgot Password](#)

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

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

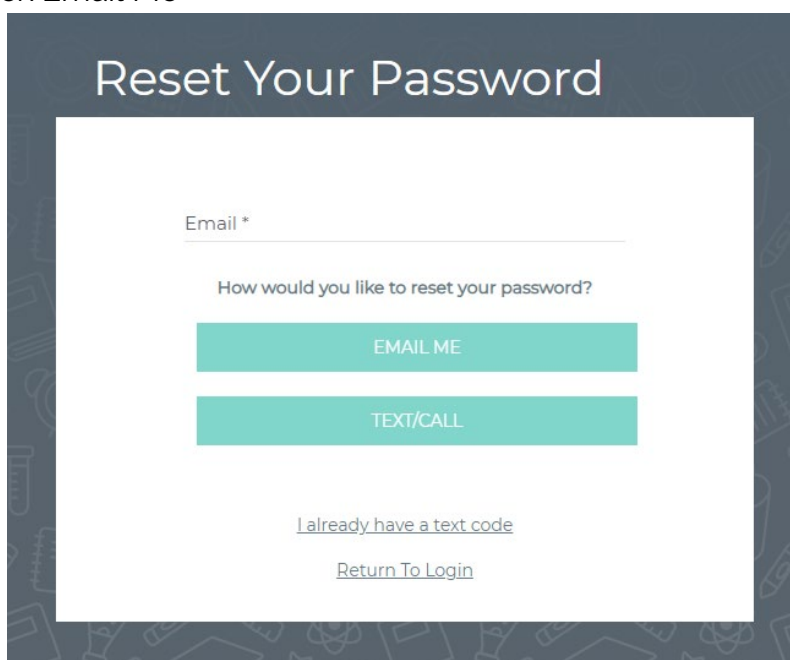
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### Step 2- Email Method

Enter email > click Email Me



## Reset Your Password

Email \*

How would you like to reset your password?

[EMAIL ME](#)

[TEXT/CALL](#)

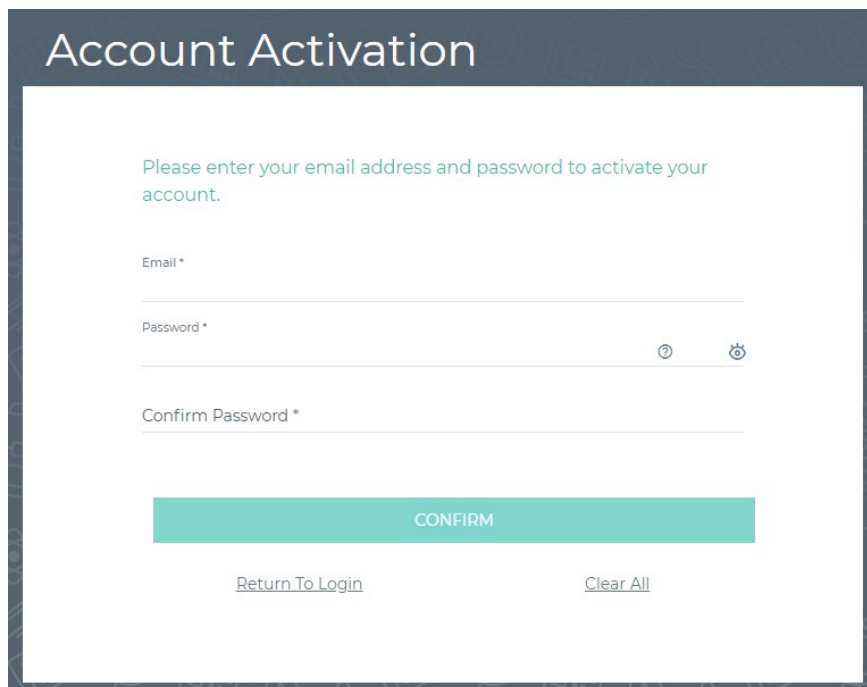
[I already have a text code](#)

[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 \*

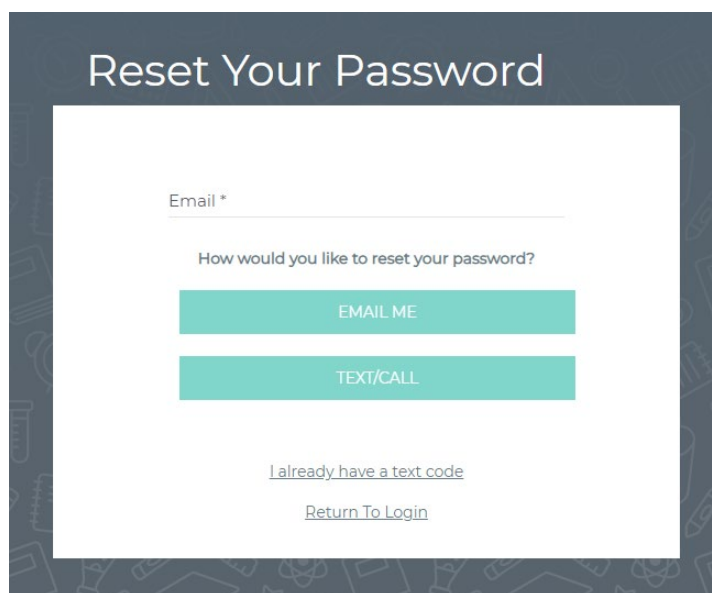
**CONFIRM**

[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](mailto:support@payschools.com)