i3 EDUCATION

Table of Contents

Registering for PaySchools Central

Registration is quick and easy; you will need student(s) ID number. For privacy purposes, PaySchools in 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

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

PaySchools Central

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

Powered By
PaySchools

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

i3 EDUCATION

PaySchools
An i3 Education Product

SchoolPay®
An i3 Education Product

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.

Grace Cooney

STUDENT ID
354173

DISTRICT NAME
Anywhere USA

SCHOOL NAME
High School

GRADE
11

RELATIONSHIP
Non-Guardian

Dolly Parton

STUDENT ID
9957694873

DISTRICT NAME
Anywhere USA

SCHOOL NAME
Early Learning Center

GRADE
99

RELATIONSHIP
Self

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.

i3 EDUCATION

PaySchools
An i3 Education Product

SchoolPay®
An i3 Education Product

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.

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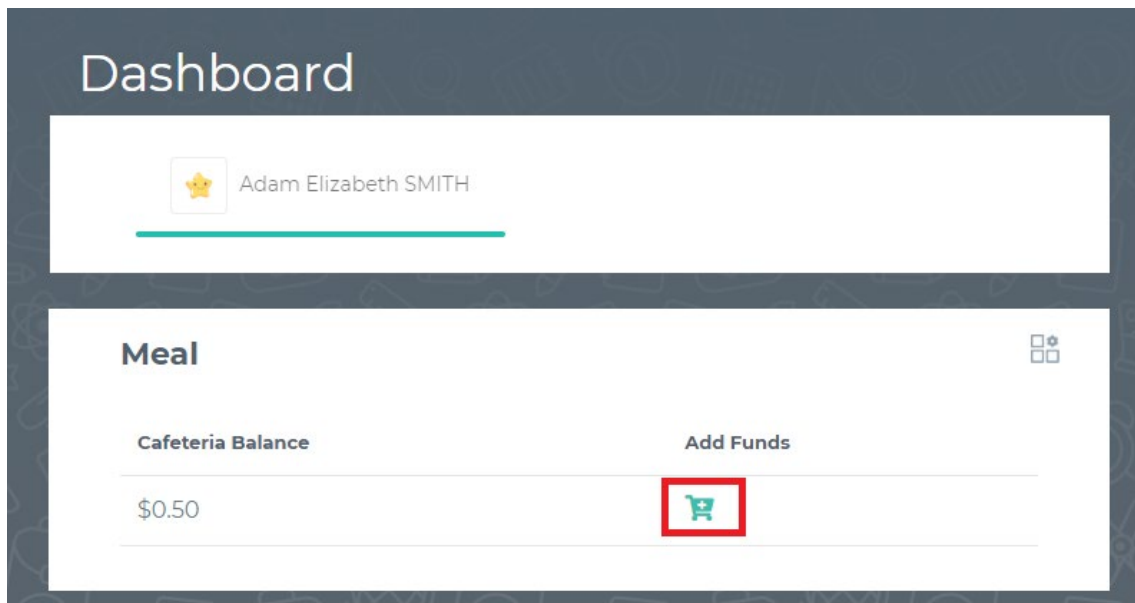
- ✓ Click on the shopping cart, upper right corner
- ✓ Check items to purchase
- ✓ Add new or existing card
- ✓ Click Continue
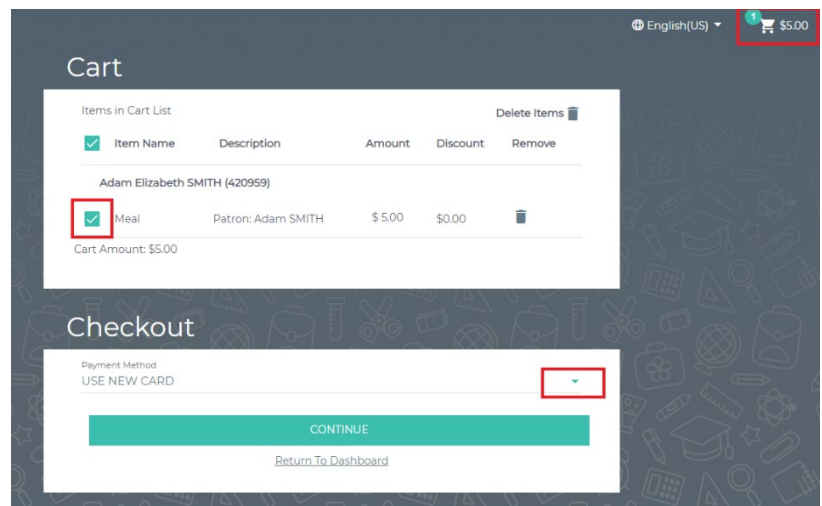
Notifications & Messages

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.
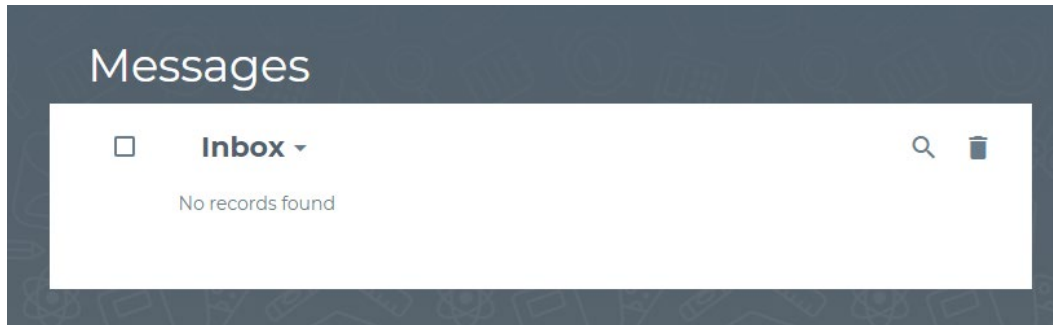
Notifications are a great way to stay connected with Meal balances, Fees, funding, and statements. Instructions are available to explain each section to the top right. By toggling the icon to green- allows notifications to be sent on how you set up your communication preference in your profile settings.

Profiles for you, staff, & Student(s)

If you need to update your profile information or security questions

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.

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

Additional payment methods can be edited or deleted. To delete click the "x" to remove

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

Digital ID

PaySchools Central now offers a digital copy of your student's ID card. This can be access 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
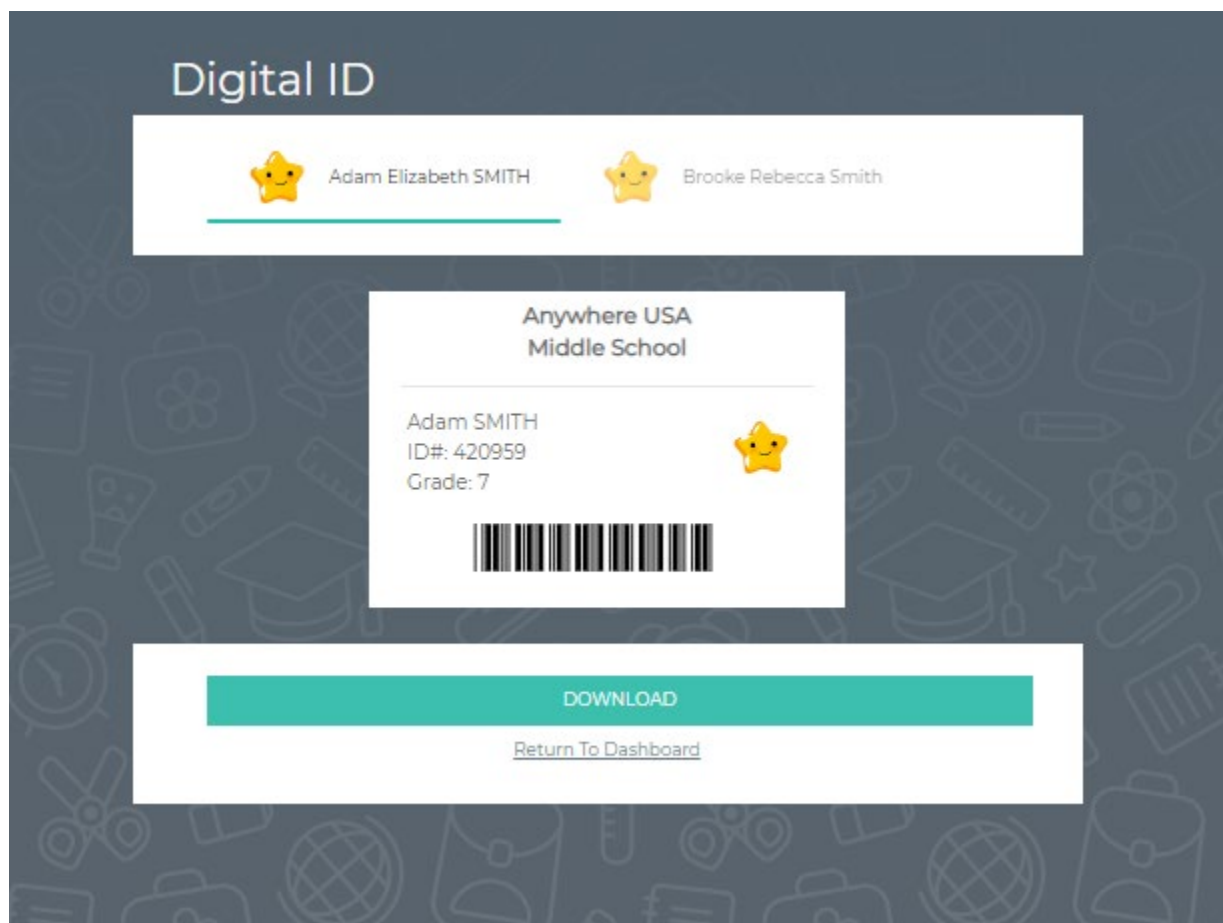
Note- This App allows you to select ID Card and scan in the cafeteria

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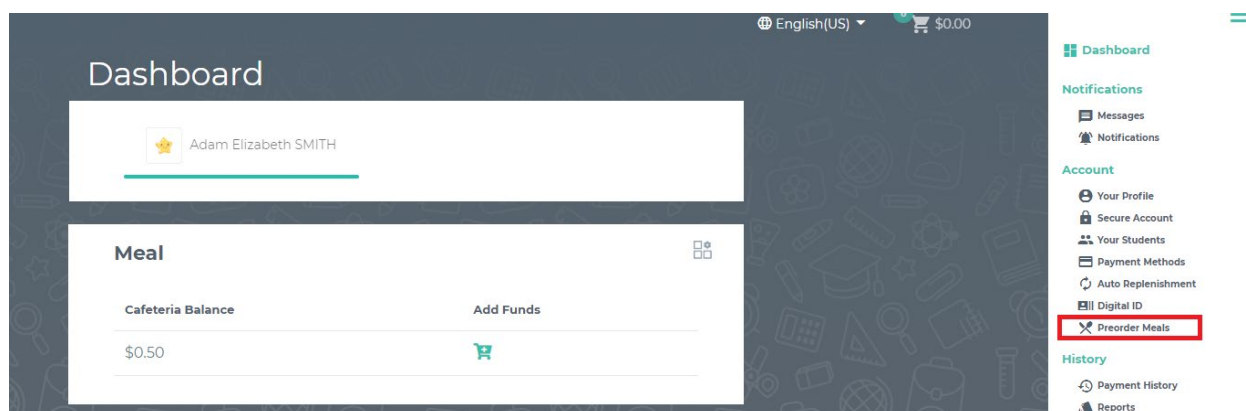
Choose meals/items for each student for the days you wish to pre-order for > Once your items have been added to your cart you can View Cart OR Click Checkout

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

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

	Item Name	Description	Amount	Discount	Remove
		Items in Cart List		Delete Items 🗑	

Justin Quan Chi Adkins (420342)

| ☐ | Preorder Meal | Patron: Justin Adkins | $ 3.00 | $0.00 | 🗑 |
| | | ☐ Apply Cafeteria Balance : $ 48.76 | | | |

Cart Amount: $3.00

Totals

Sub Total	$3.00
Internet Convenience Fee: ⓘ	$1.95
Total Amount Due	$4.95

✅ 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
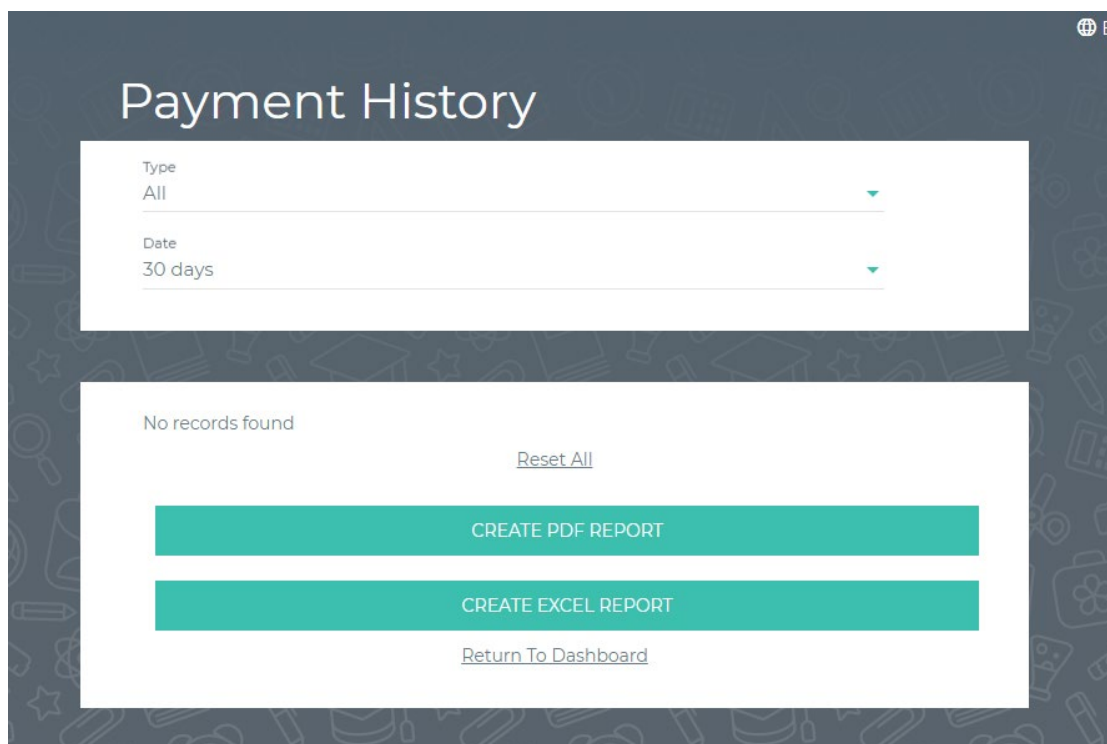
If you need to view items beyond the 30 or 90-day date ranges, select "Custom Date" from the drop-down menu and select your start and end date > Click preferred report to download in a PDF or Excel

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.
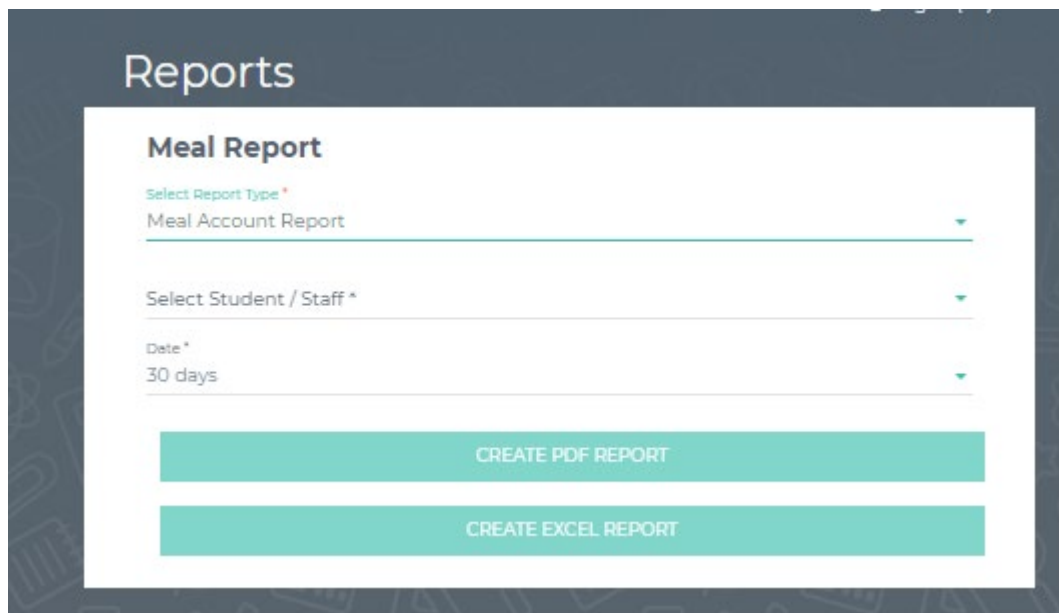
Reports

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.

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.

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 you 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
All Fees

Search

Fees				⌃
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	📅 🛒

| Optional				⌃
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.
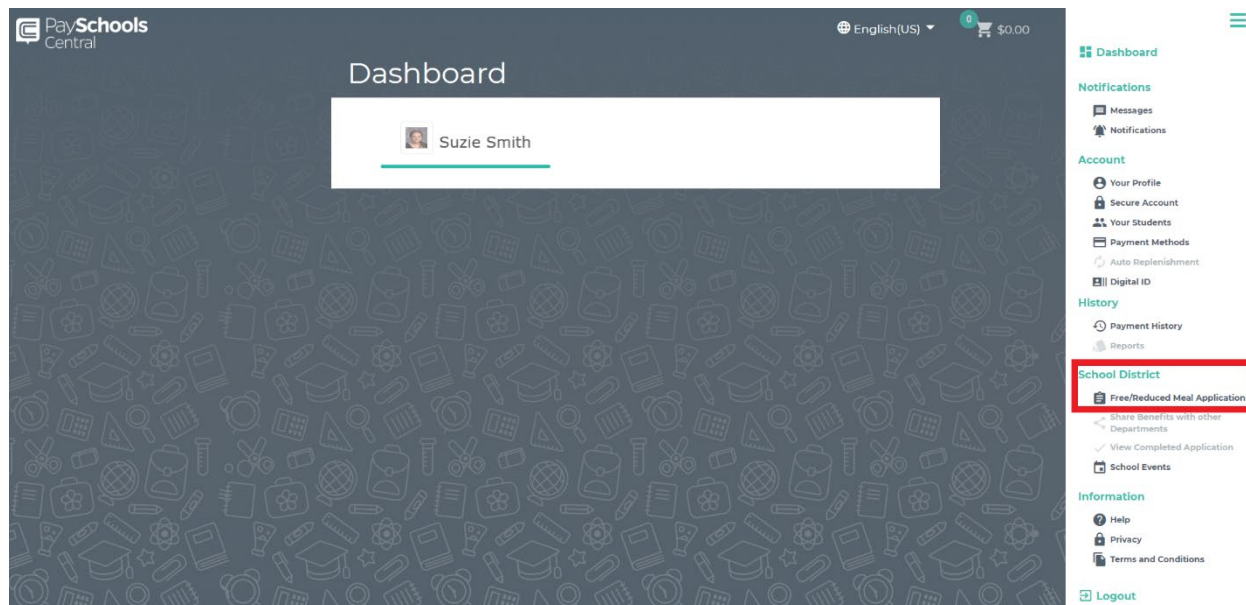
Step 2-
Instructions on how to complete an application is located to the right of the screen
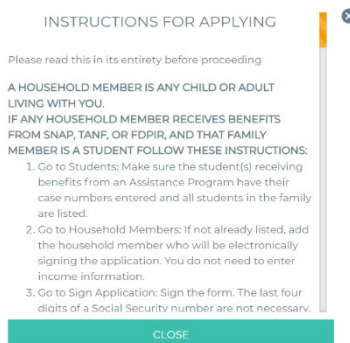
Step 3-
Your contact information is pre-filled with your profile information > verify and/or alter changes needed > Select preferred contact method; districts use to send determination letter > Click continue
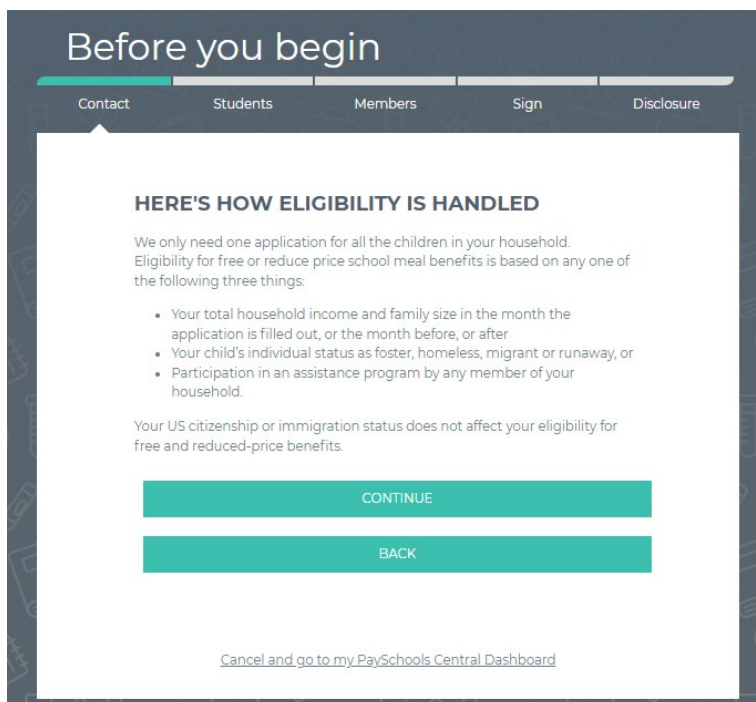
Step 4-
Return to Application allows you to complete an existing application.
Select **NEW APPLICATION** to begin an application for current school year

Application

Contact — Students — Members — Sign — Disclosure

Please Choose one of the following options

RETURN TO APPLICATION

Complete a prior Unsigned/Incomplete application

NEW APPLICATION

Begin a New Application for a Student/User

BACK

Cancel and go to my PaySchools Central Dashboard
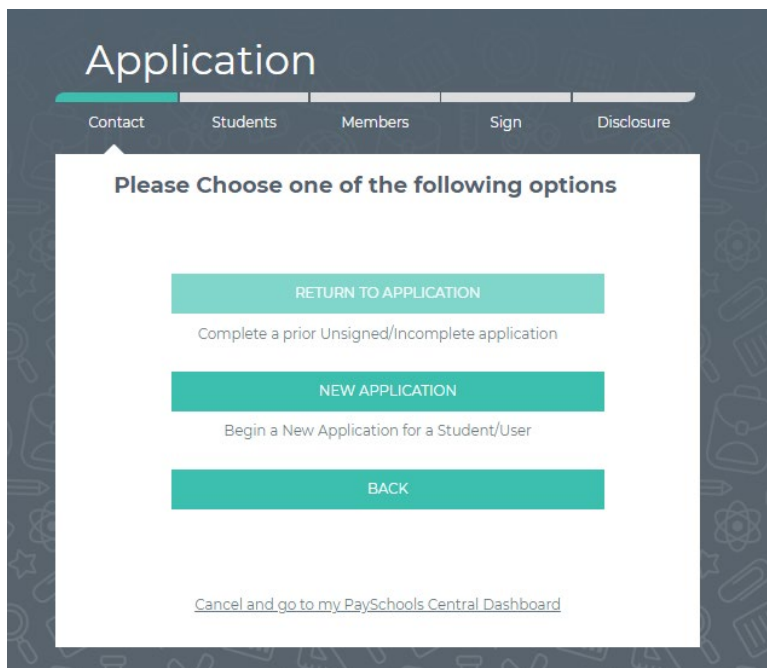
Step 5-
Please read prompted message on how income should be entered. If no message appears- you will ONLY see the "Here's how eligibility is handled"

Before you begin

Contact — Students — Members — Sign — Disclosure

HERE'S HOW ELIGIBILITY IS HANDLED

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:

- 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.

Your US citizenship or immigration status does not affect your eligibility for free and reduced-price benefits.

CONTINUE

BACK

Cancel and go to my PaySchools Central Dashboard

i3 EDUCATION

PaySchools
An i3 Education Product

SchoolPay®
An i3 Education Product

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)

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 Payschools 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 Payschools 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

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

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

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
Entered By: Parent Name
Last 4 SSN: 1234

Status: Your Status will be here
Signed By: Parent Name

STUDENTS
Suzie Smith

MEMBERS
Will list all member on Application

DOWNLOAD APPLICATION

DOWNLOAD DETERMINATION

DECLINE BENEFITS

Go to my Payschools Central Dashboard

i3 EDUCATION

PaySchools
An i3 Education Product

SchoolPay®
An i3 Education Product

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.
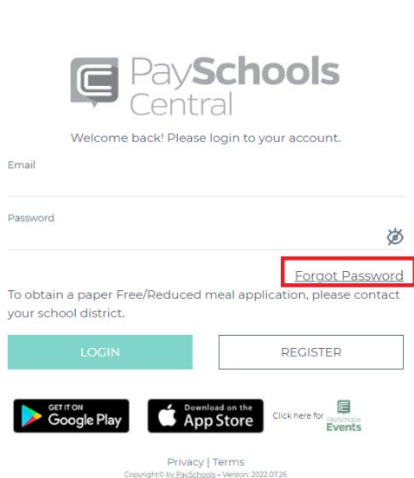
Reset Password

Step 1

If you forgot your Password OR need to change your Password, Click on Forget Password from login screen

Step 2- Email Method

Enter email > click Email Me
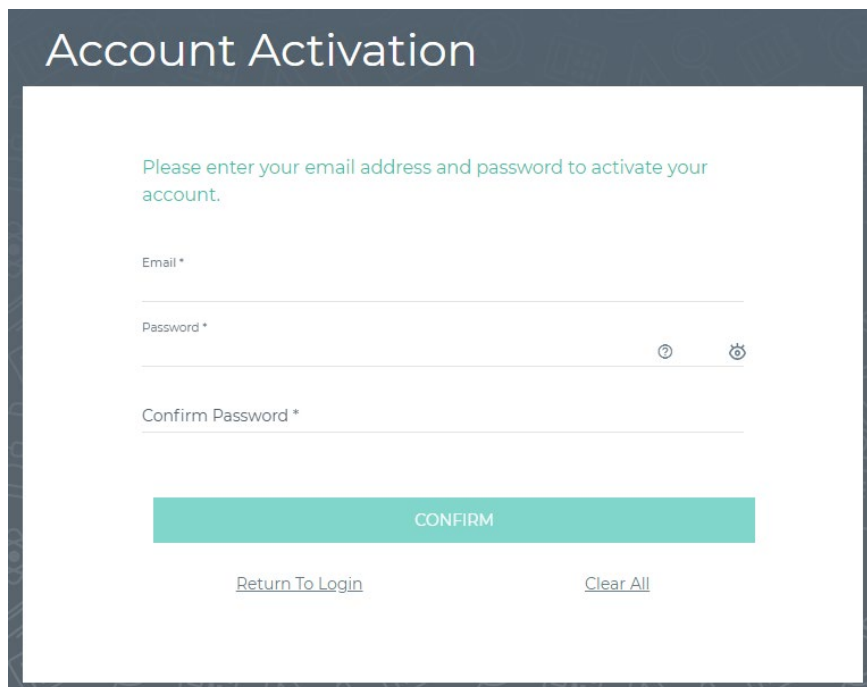
Step 3

An email will be sent with a link to reset password > Click link > enter information below > Click confirm
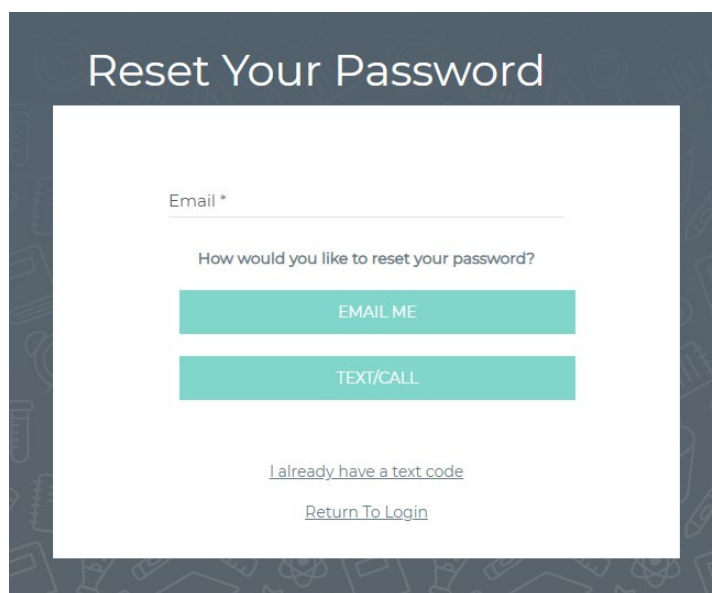

Step 4- Text Option
The text/call option will send a verification code
If you do not enter in the verification code within 5 minutes, you will receive an automated phone call from an unknown number with the verification code

Step 5

Enter code > email > enter new password > confirm password > click Confirm

Please do not hesitate to contact the PaySchools Support Staff for assistance.
1-800-669-0792, support@payschools.com