

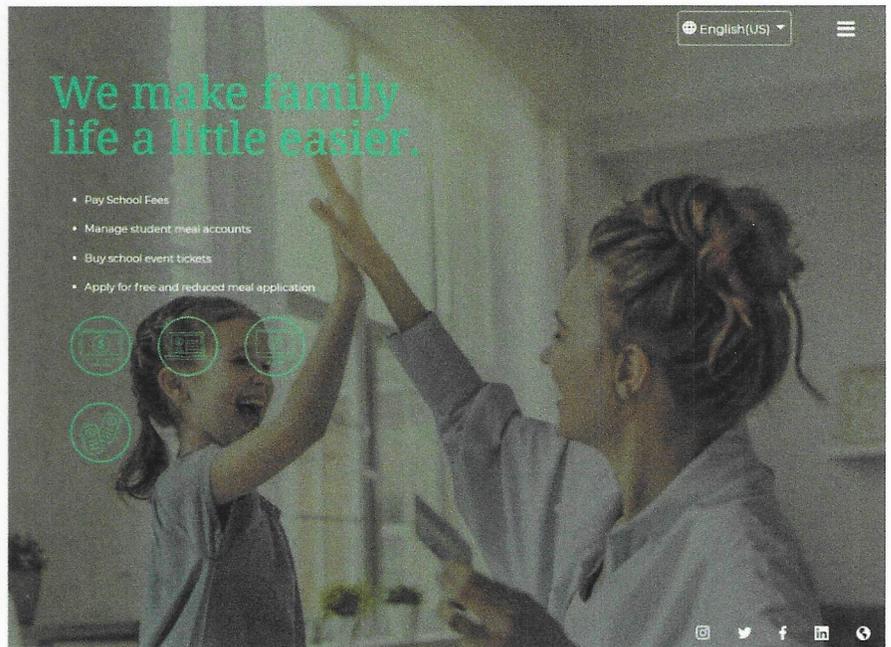
## Registering for PaySchools Central

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](https://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](https://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.

Grace Cooney	<span style="color: green;">●</span> <span style="color: red;">✕</span>
STUDENT ID 354173	DISTRICT NAME Anywhere USA
SCHOOL NAME High School	GRADE 11
RELATIONSHIP Non-Guardian	

Dolly Parton	<span style="color: red;">●</span> <span style="color: red;">✕</span>
STUDENT ID 9957694873	DISTRICT NAME Anywhere USA
SCHOOL NAME Early Learning Center 99	GRADE
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.

## 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

## 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

**Notifications**

Register Students Payments **Notifications**

**Monthly Statement** Instructions

Day of Month Select Day Last Day Monthly Statement

Reset All

UPDATE

CONTINUE

BACK

## Congratulations

Setup is complete!

GO TO 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

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**

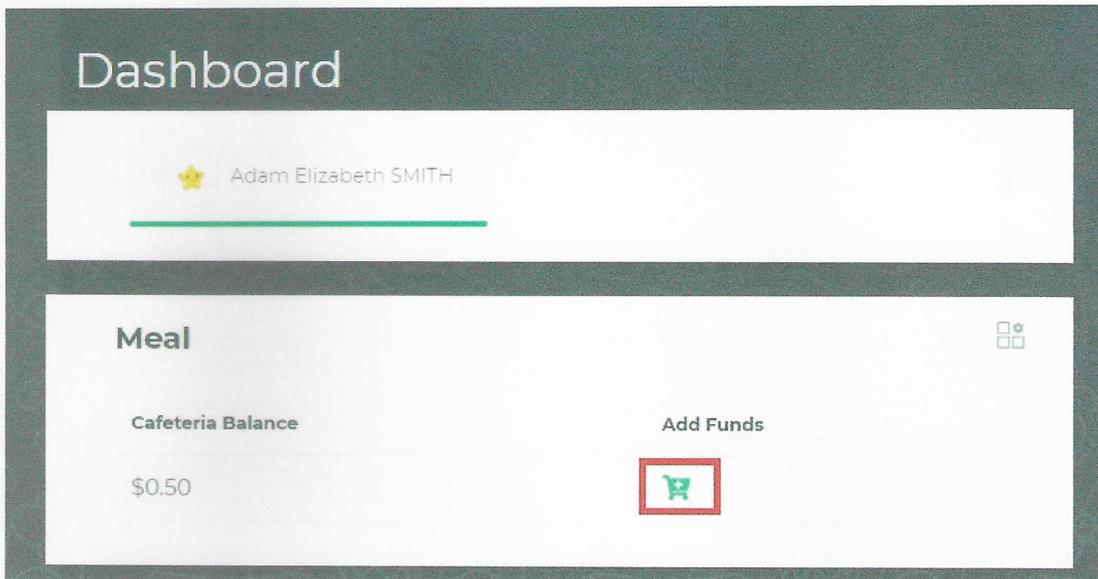
Version: 2022.08.31

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.

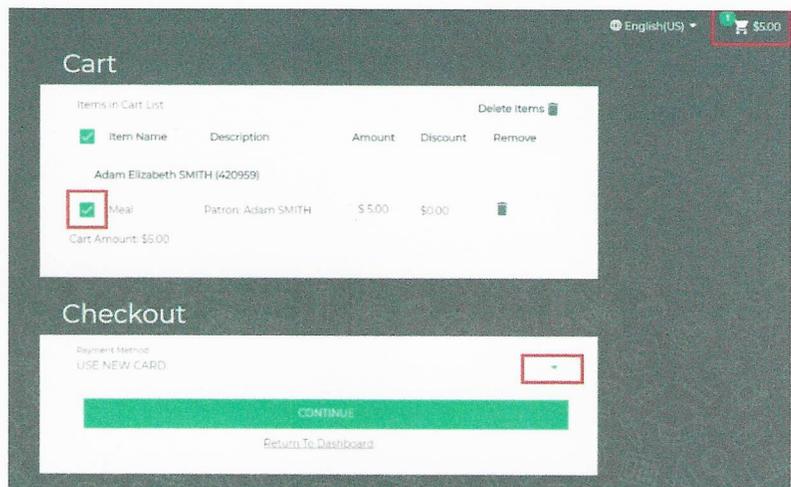
## One-Time Lunch Payments

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

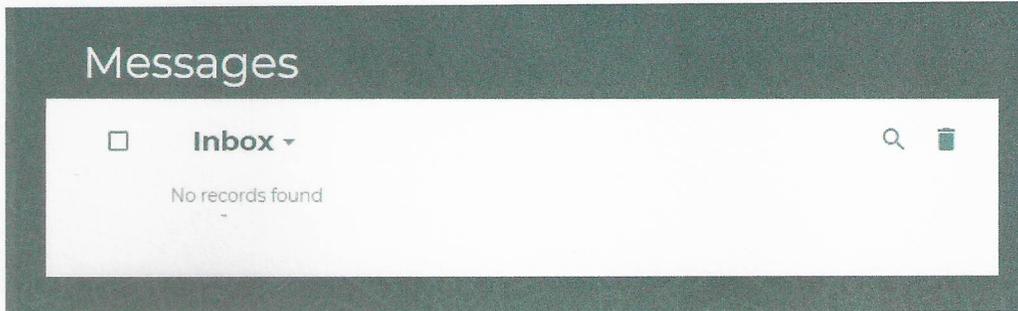


- ✓ Click on the shopping cart, upper right corner
- ✓ Check items to purchase
- ✓ Add new or existing card
- ✓ Click Continue

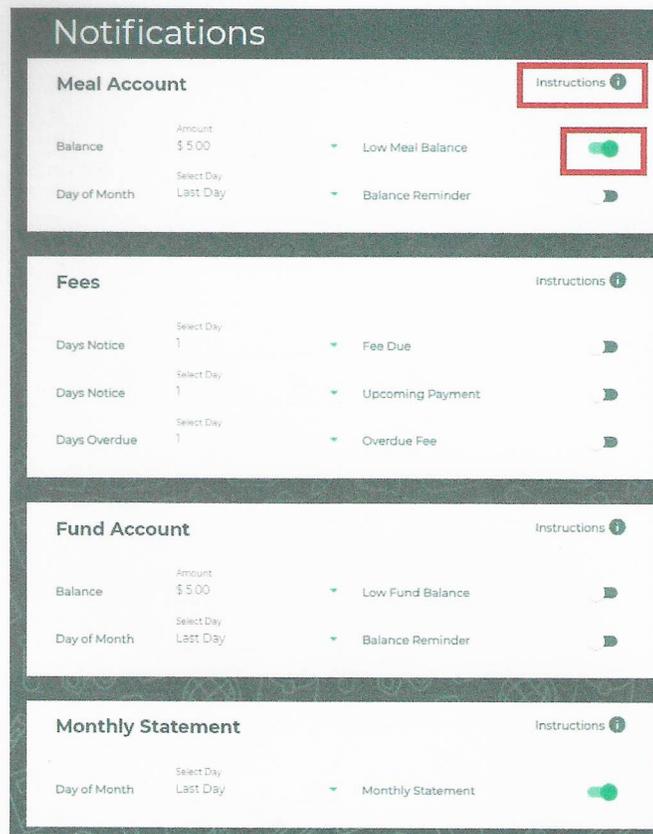


## Notifications & Messages

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.



## 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.

<b>Adam SMITH</b>  	<b>Brooke Smith</b>  		
<b>STUDENT ID</b> 420959	<b>DISTRICT NAME</b> Anywhere USA	<b>STUDENT ID</b> 420708	<b>DISTRICT NAME</b> Anywhere USA
<b>SCHOOL NAME</b> Middle School	<b>GRADE</b> 7	<b>SCHOOL NAME</b> East Elementary	<b>GRADE</b> 1
<b>RELATIONSHIP</b> Non-Guardian 		<b>RELATIONSHIP</b> Non-Guardian 	

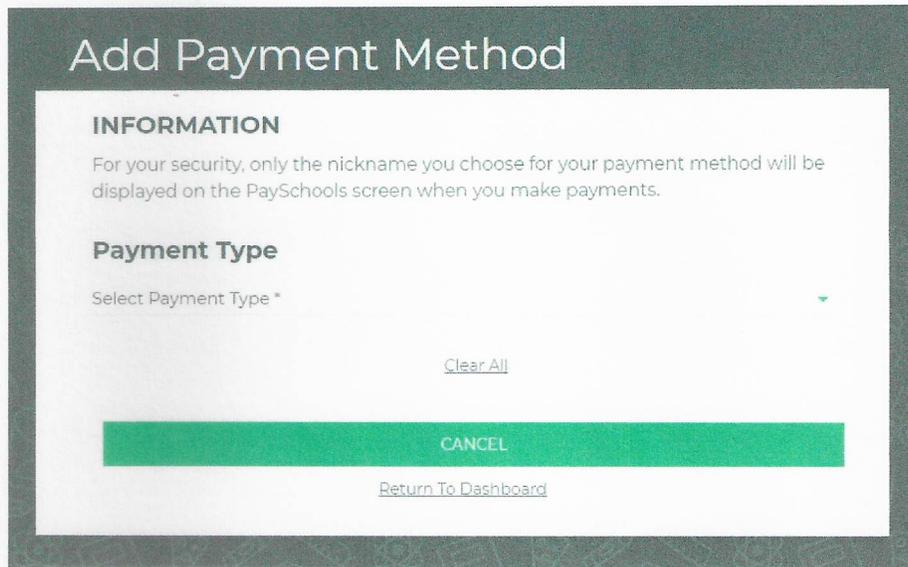
[ADD STUDENT / STAFF](#)

[Return To Dashboard](#)

## Payment Methods

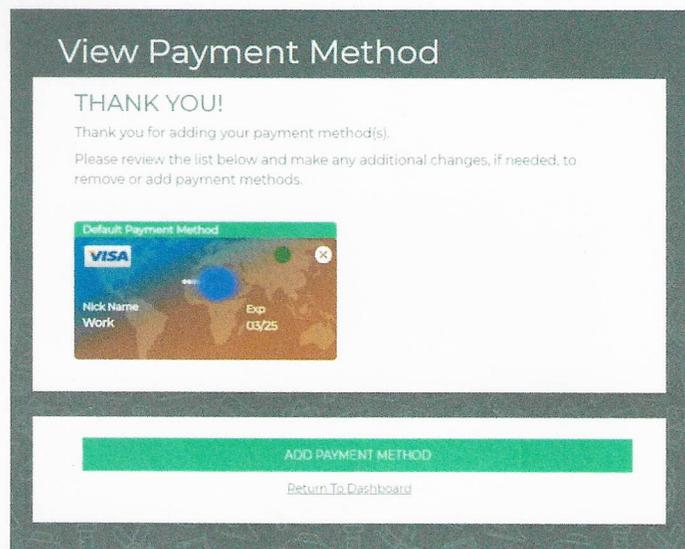
You can view a complete history of fees, meals, and fund account payments in your PaySchools Central account depending on what your district offers

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



The screenshot shows a form titled "Add Payment Method". Under the "INFORMATION" section, it states: "For your security, only the nickname you choose for your payment method will be displayed on the PaySchools screen when you make payments." Below this is a "Payment Type" section with a dropdown menu labeled "Select Payment Type \*". There is a "Clear All" link below the dropdown. At the bottom of the form, there is a large green "CANCEL" button and a "Return To Dashboard" link.

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



The screenshot shows a confirmation screen titled "View Payment Method". It says "THANK YOU!" and "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." Below the text is a preview of a payment method card for a VISA card. The card shows "Default Payment Method", "VISA", "Nick Name Work", and "Exp 03/25". There is a small "x" icon in the top right corner of the card preview. At the bottom of the screen, there is a large green "ADD PAYMENT METHOD" button and a "Return To Dashboard" link.

## 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 Brooke

Meal Account Instructions

#### Adam SMITH

Account Balance*	\$ 5	Balance Level*	\$5
Amount to Add*	\$10	Stop Payments After*	
Payment Method*	Work		

SAVE

#### Brooke Smith

Account Balance*	\$ 5	Balance Level*	\$5
Amount to Add*	\$10	Stop Payments After*	
Payment Method*	Work		

SAVE

VIEW ALL HISTORY

TURN OFF ALL AUTO-REPLENISHMENT

[Return To Dashboard](#)