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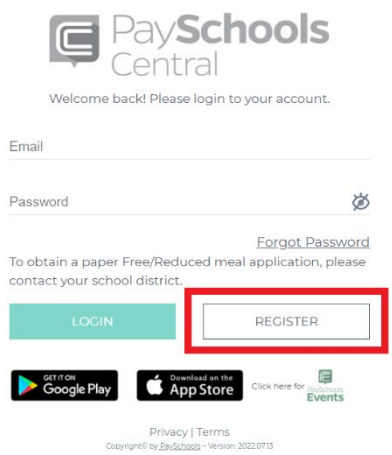
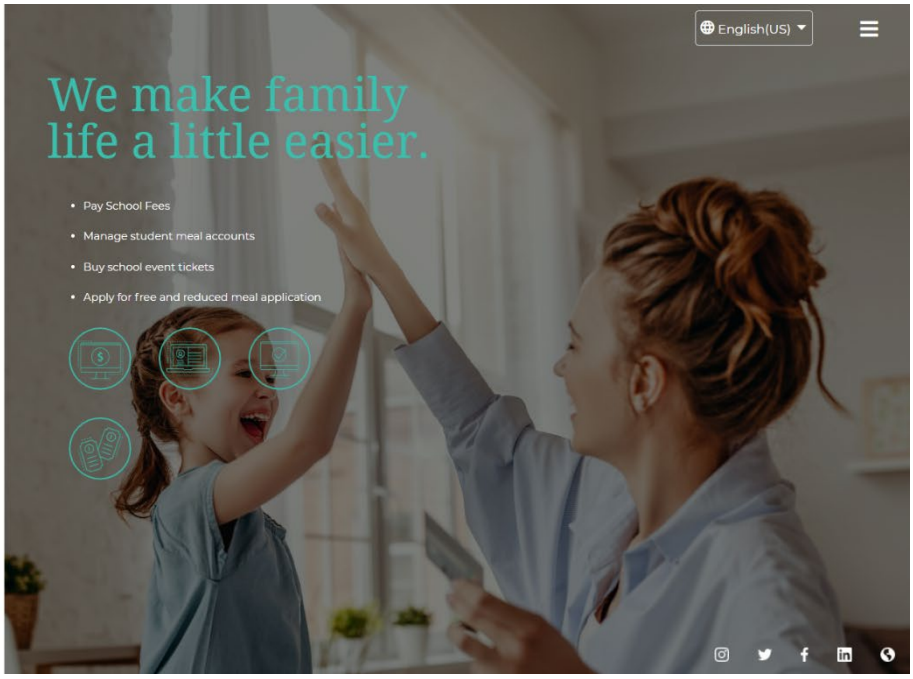
Registering for PaySchools Central

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

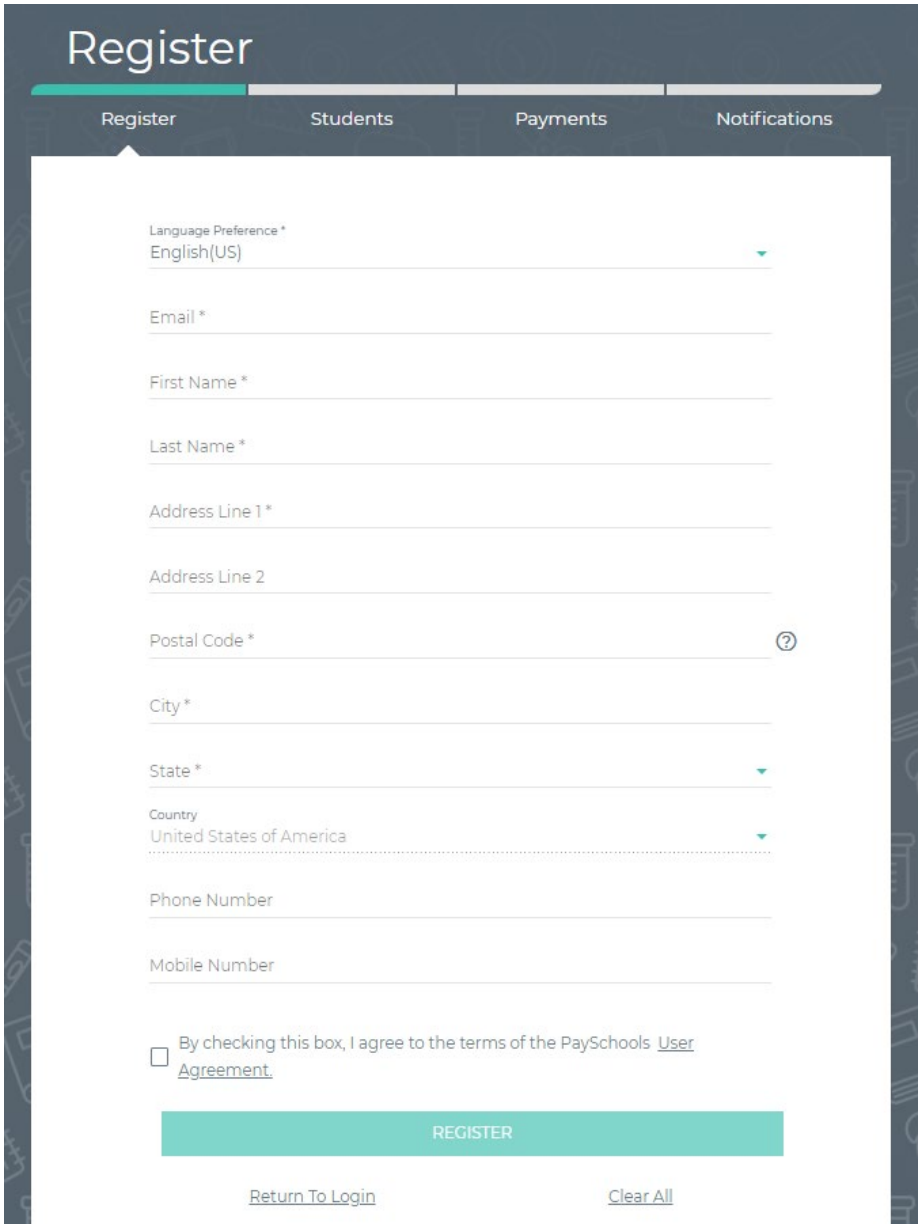
GET IT ON Google Play Download on the App Store > click REGISTER





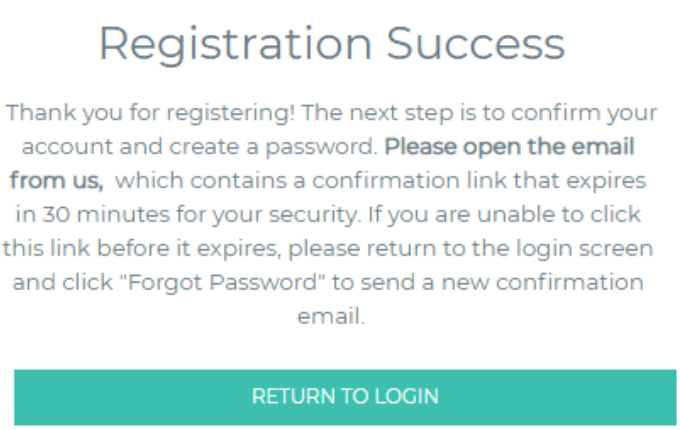
Step 1: Register

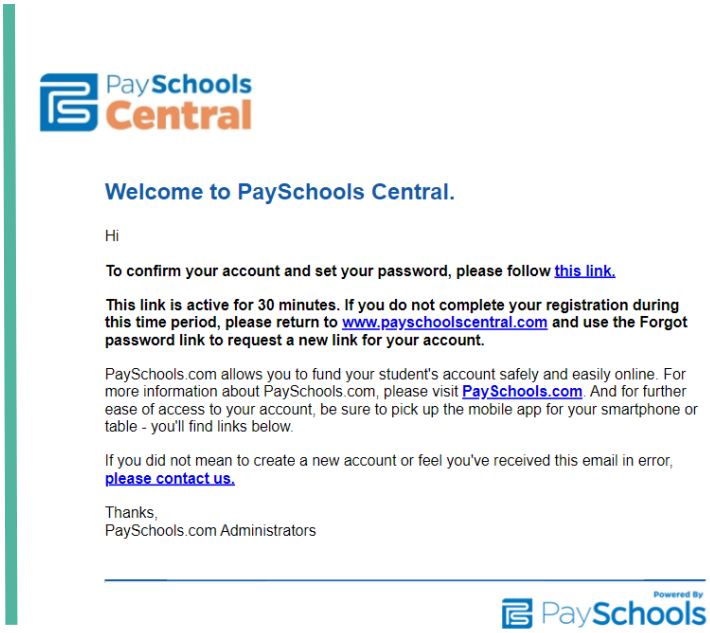
Fill in fields marked with an asterisk > mobile number is recommended as it will reset your password via text if needed > Review and check agreement box > Click Register



Step 2: Confirmation Email

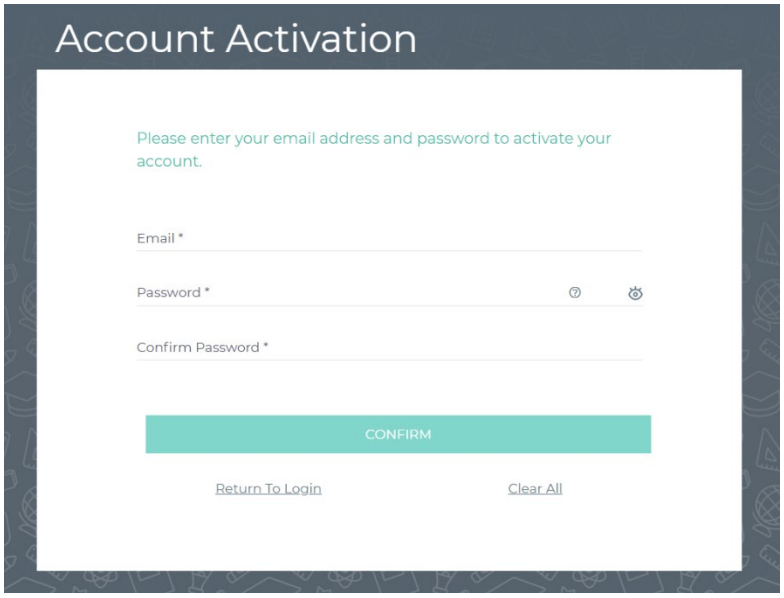
Open email from PaySchools > link is VALID FOR 30 MINUTES > If not activated within 30 minutes- please return to https://payschoolscentral.com > click forgot my password to request a new email

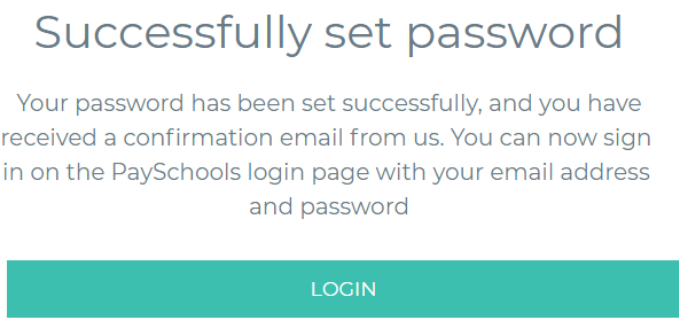




Step 3: Confirm Password

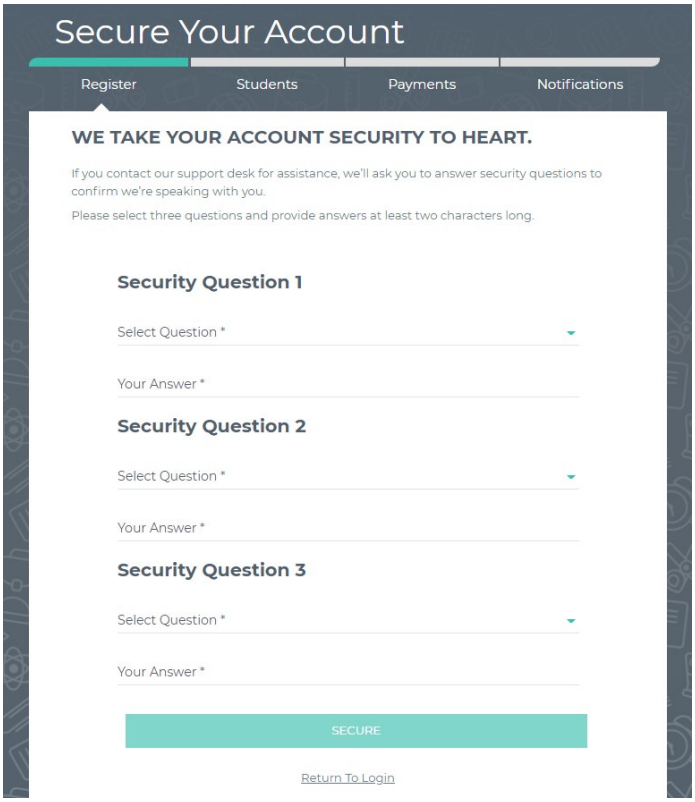
Enter email > create and confirm password > click Confirm

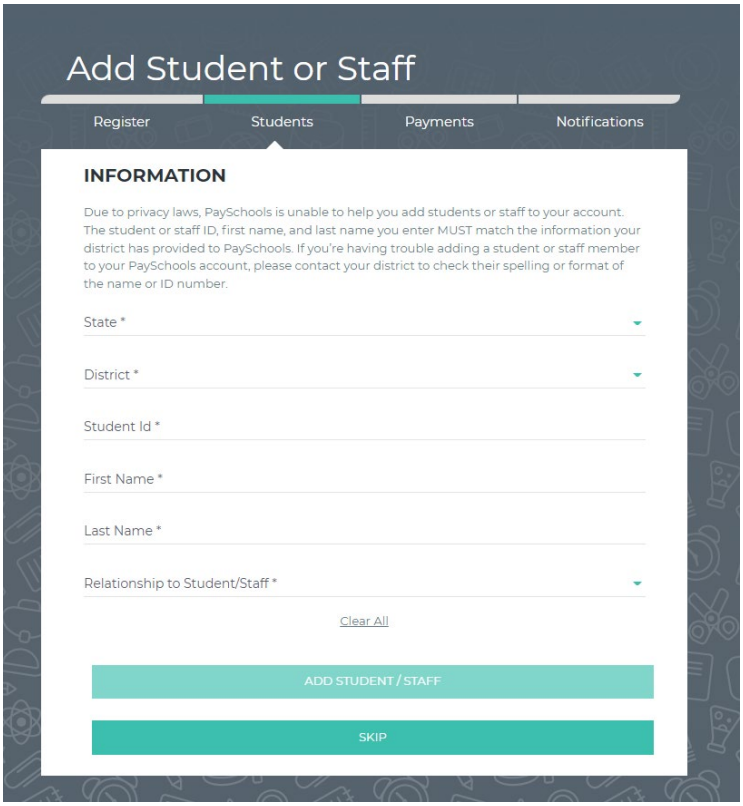


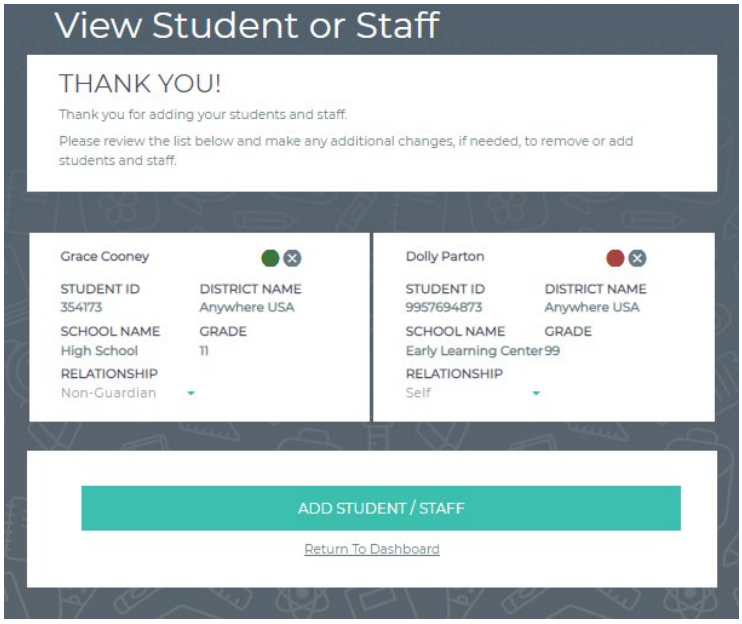


Step 4: Add Students

Select and answer three security questions > Click Secure > Add student(s) and/or staff in required fields



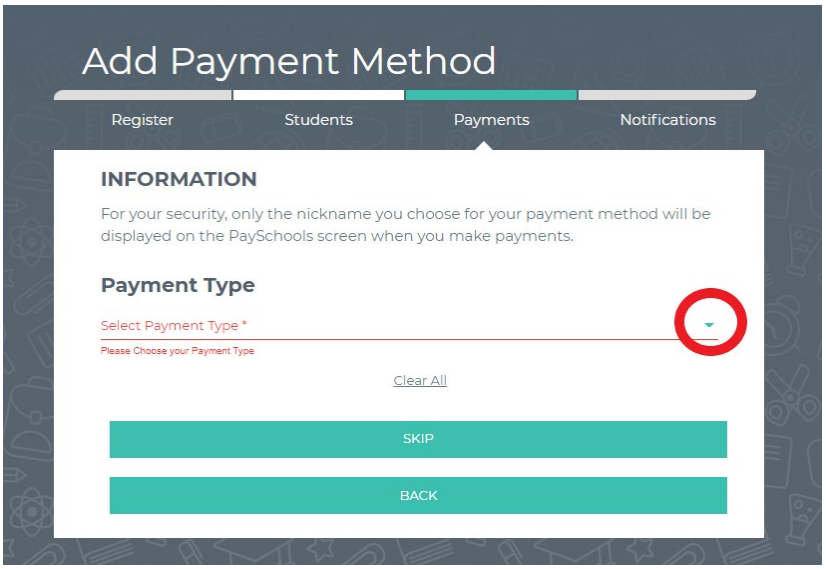




A summary screen displays all student's student(s) & staff added. The green circle indicates they're active, red circle indicates they're inactive. If your student or staff is showing up as inactive, contact your school for assistance.

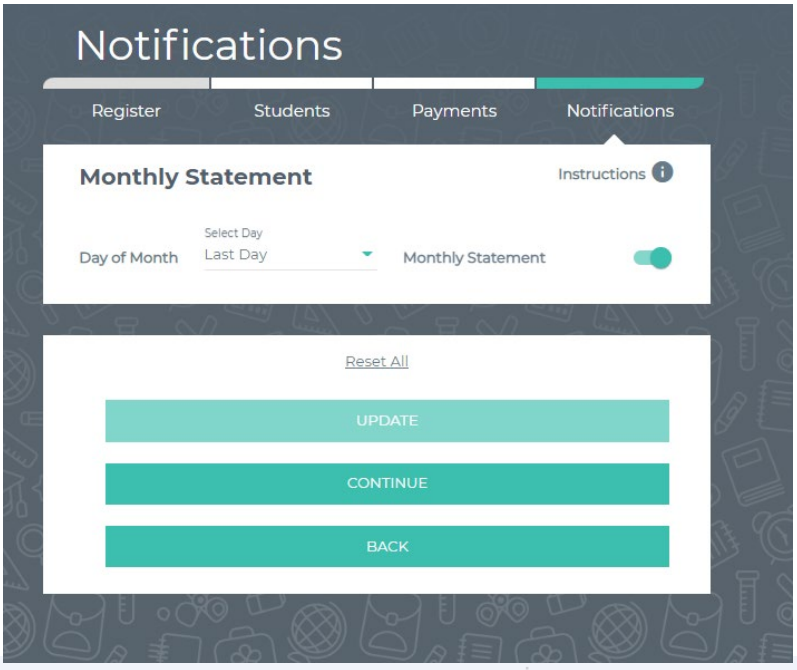
Step 5: Payment Method

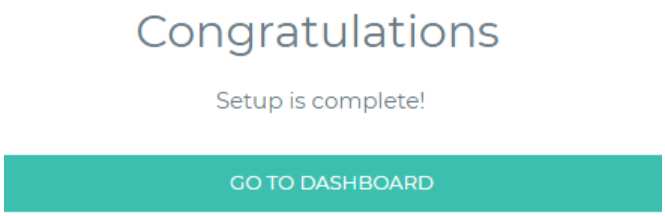
Select Credit/Debit Card, ACH/Check, or Skip and add later



Step 6: Notifications

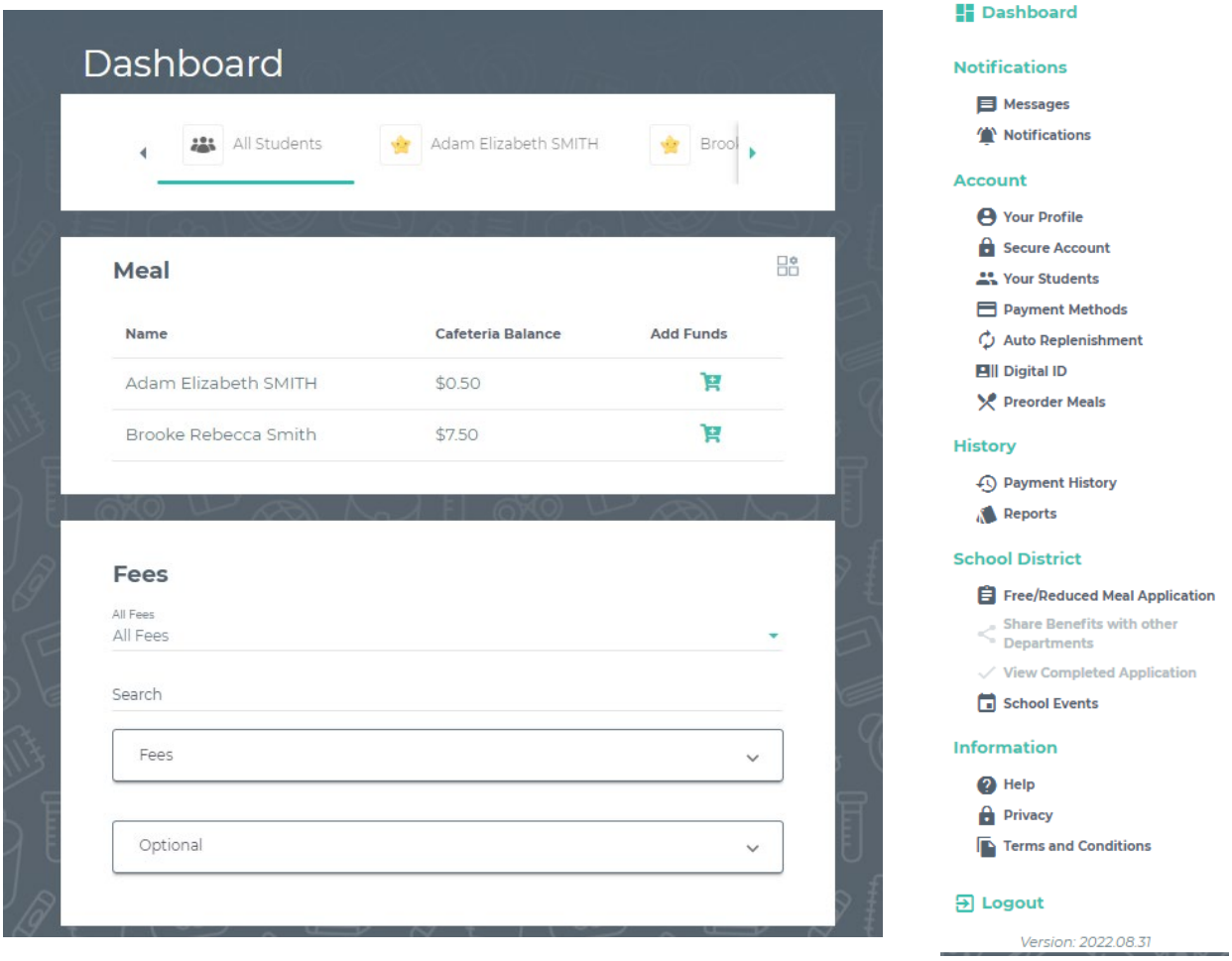
Receive a consolidated monthly patron meal activity report for all students and staff on your account who had meal activity over last 30 days. Ex: 'Day of Month' set to the 4th; you will receive a consolidated meal report for the past 30 days on 4th of every month. Registration is Complete, Return to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

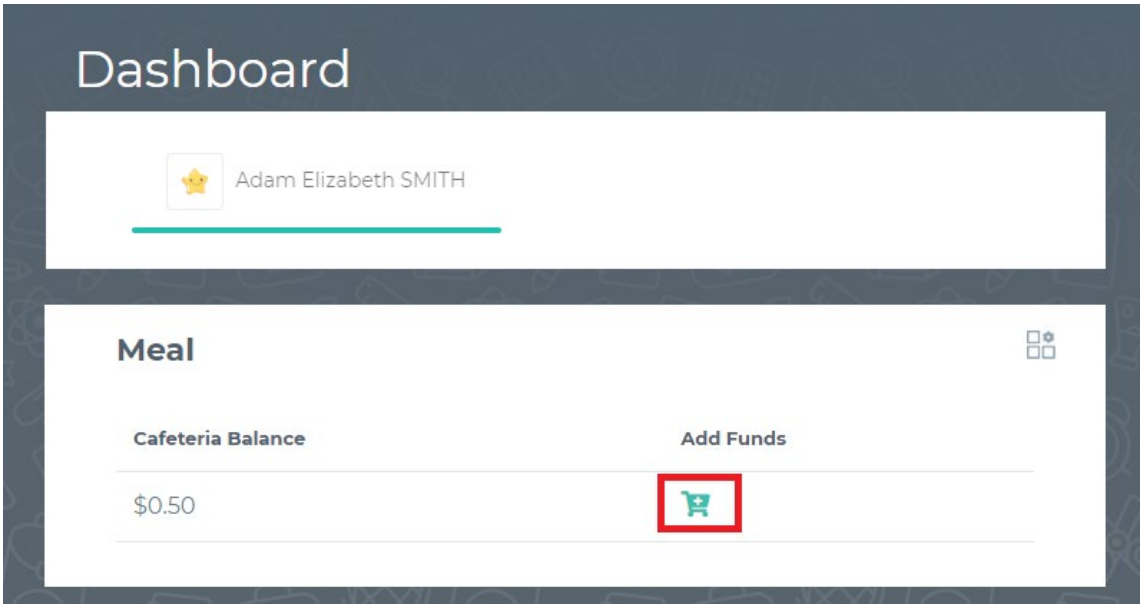


You can access/return to the Menu from any page on the site. Click on the in the upper right-hand corner of the screen to access any of the site's features including your account settings.

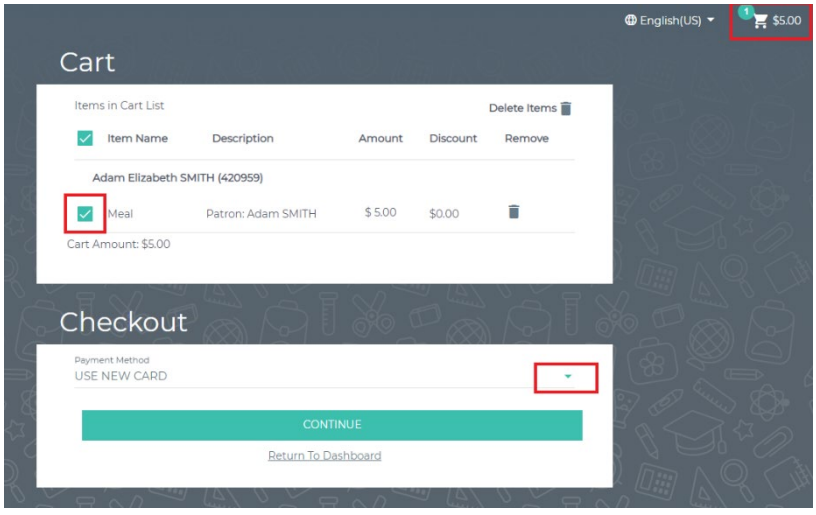
One-Time Lunch Payments

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

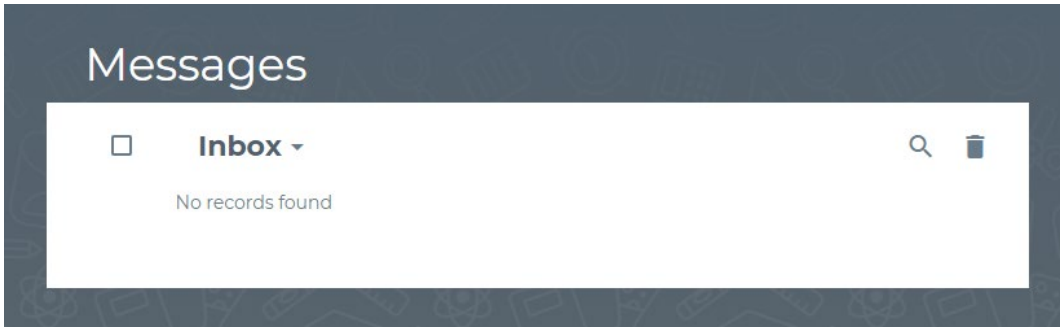


- ✓ Click on the shopping cart, upper right corner
- ✓ Check items to purchase
- ✓ Add new or existing card
- ✓ Click Continue

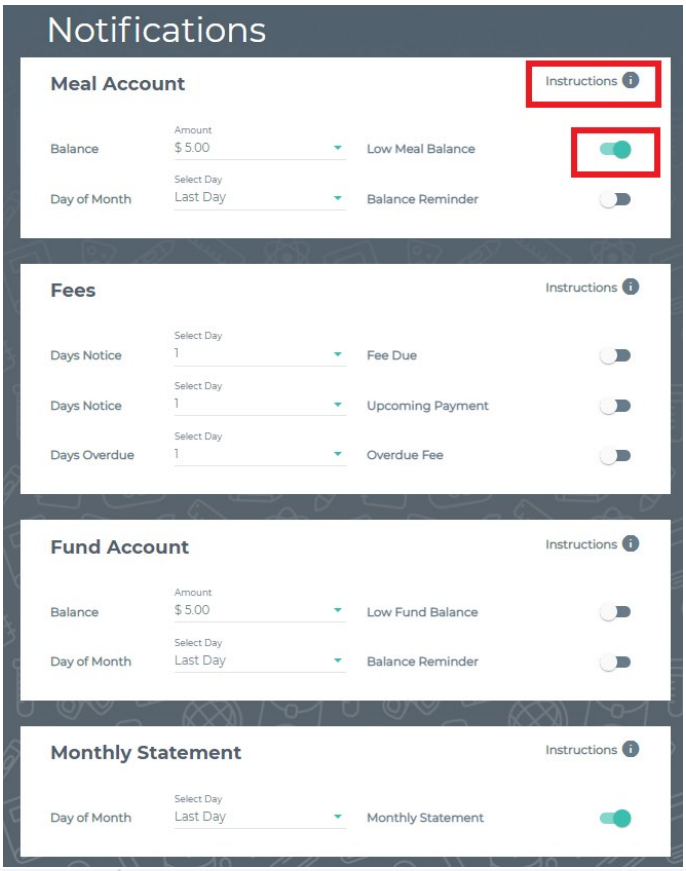


Notifications & Messages

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.

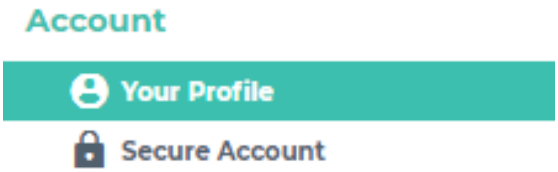


Notifications are a great way to stay connected with Meal balances, Fees, funding, and statements. Instructions are available to explain each section to the top right. By toggling the icon to green- allows notifications to be sent on how you set up your communication preference in your profile settings.

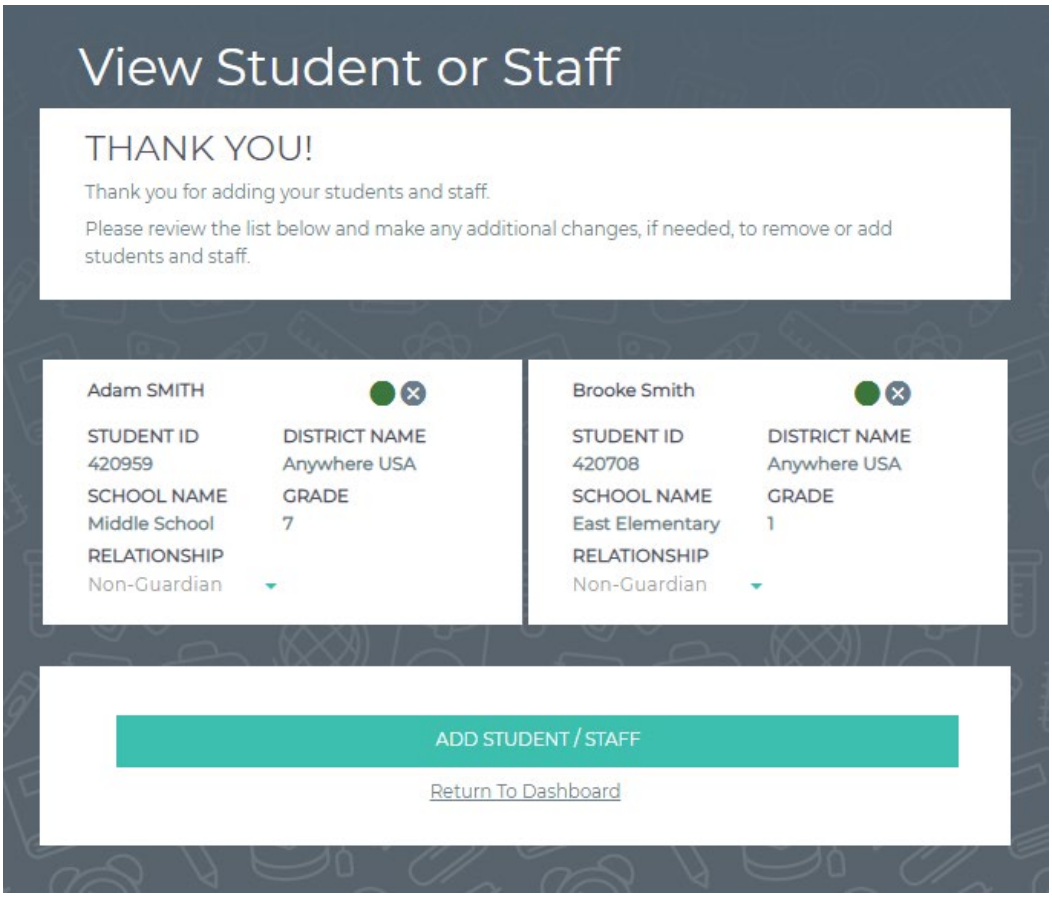


Profiles for you, staff, & Student(s)

If you need to update your profile information or security questions



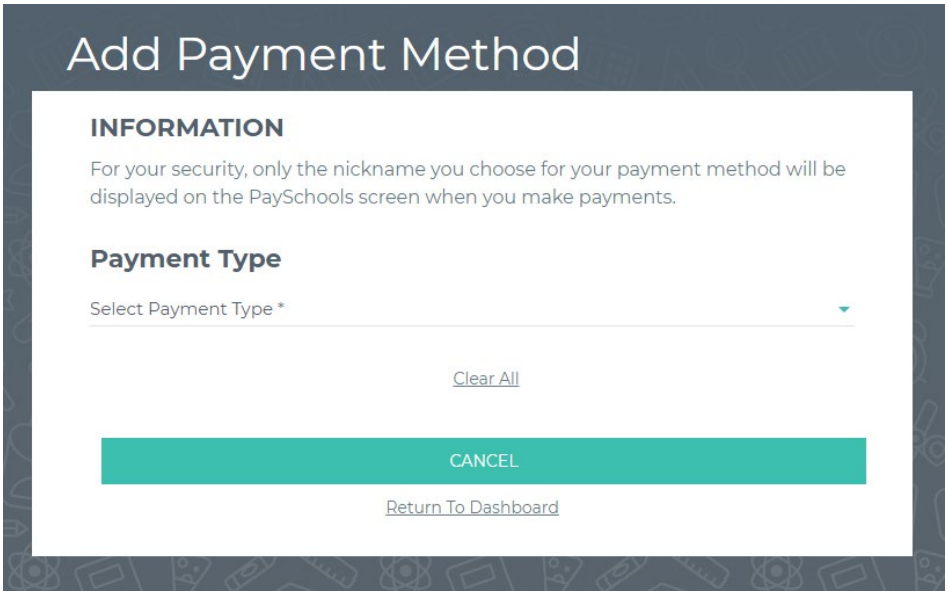
Your Students
You can add or delete students and staff easily. Ensure you are using correct ID number and name. Contact your district if your student does not appear.



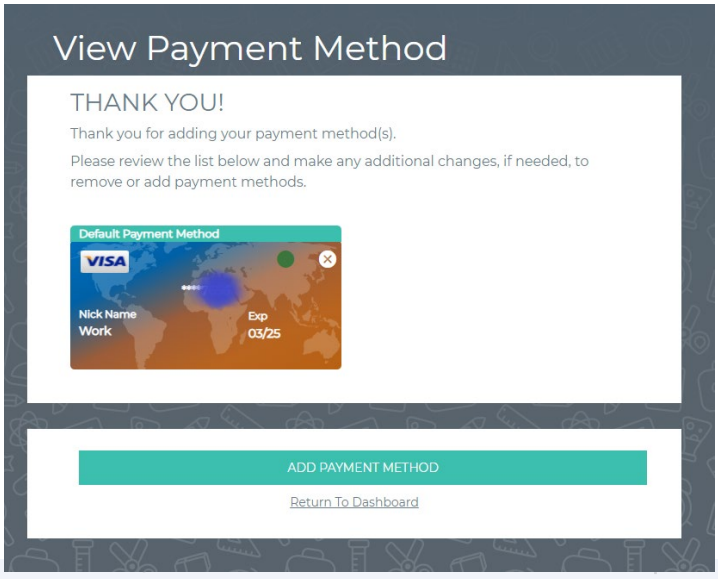
Payment Methods

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

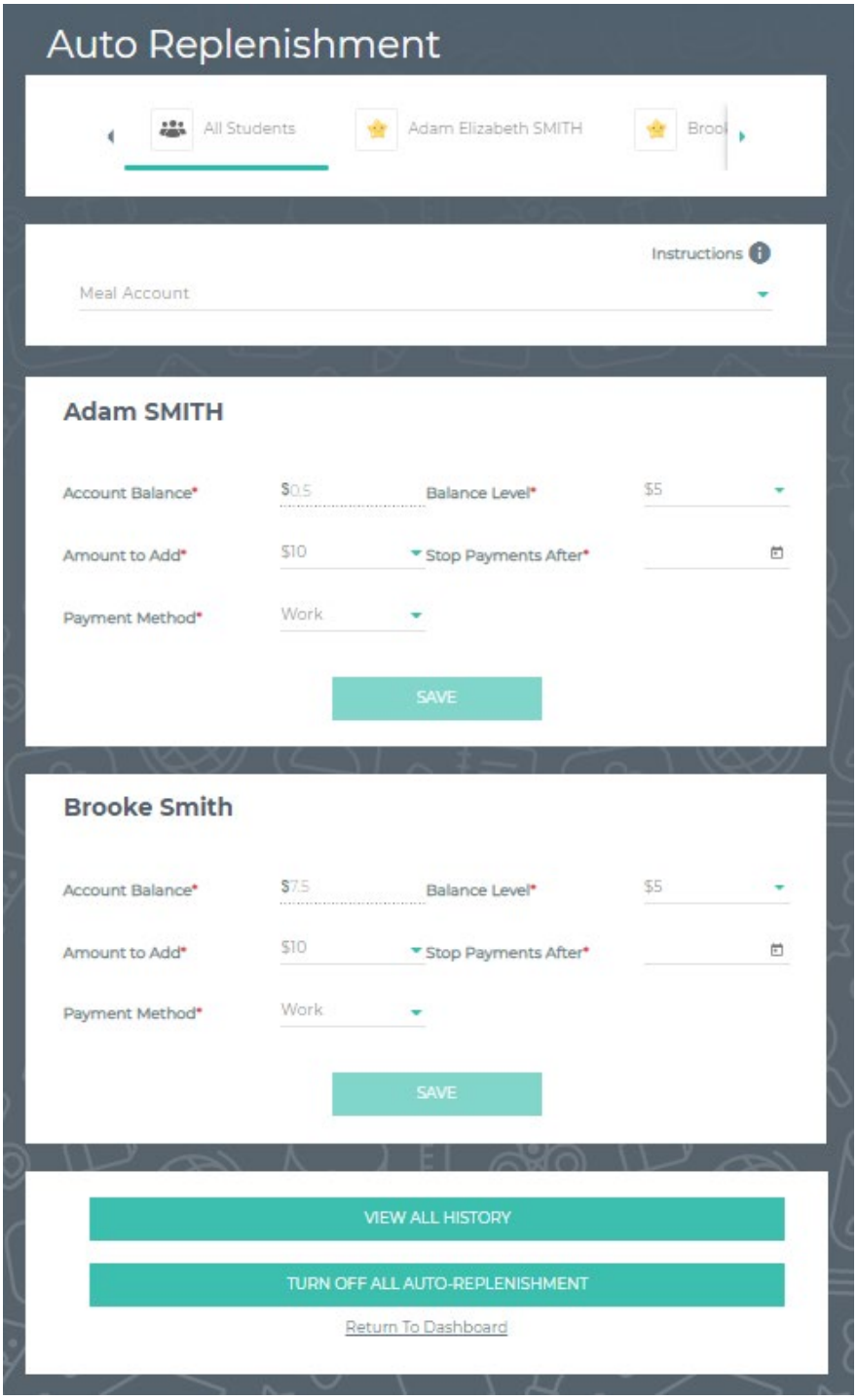


Additional payment methods can be edited or deleted. To delete click the “x” to remove



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

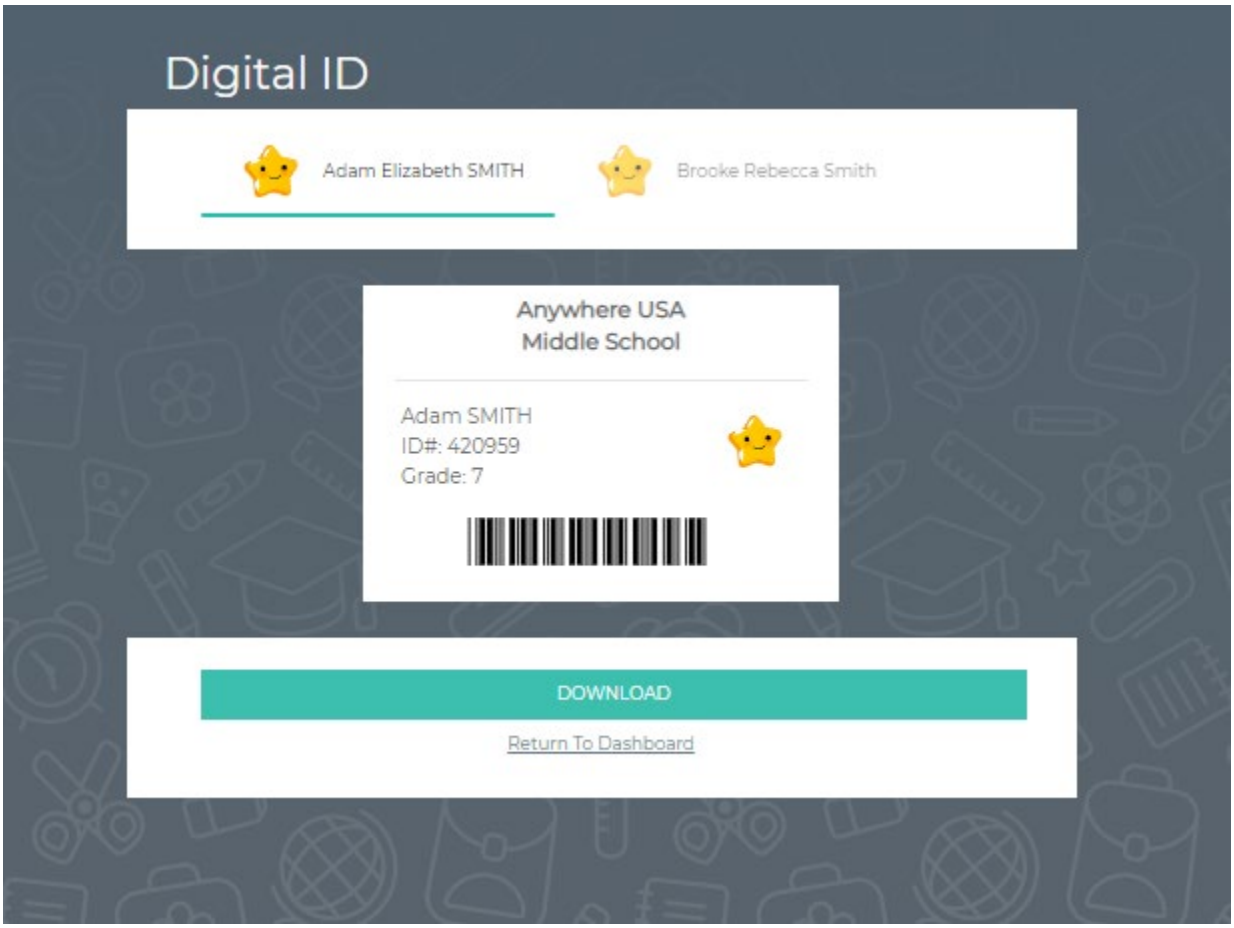


Digital ID

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



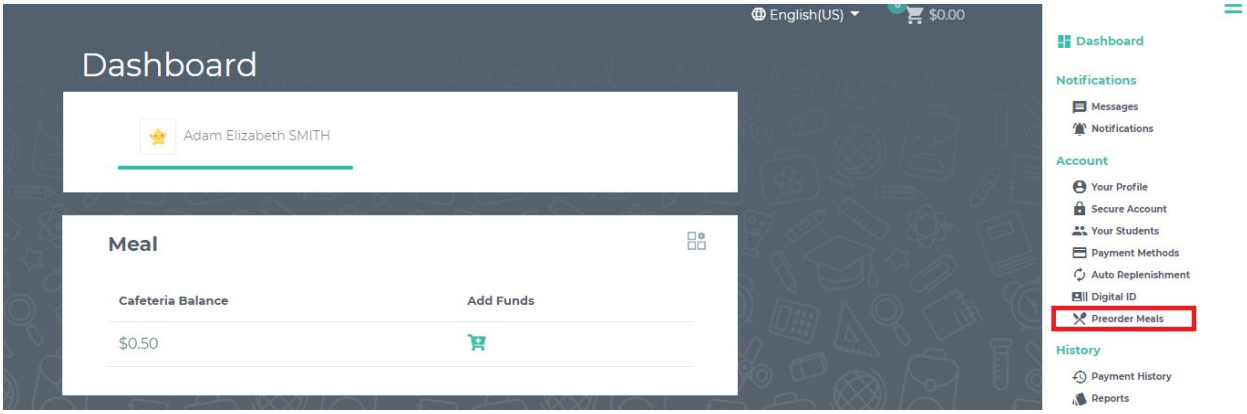
Note- This App allows you to select ID Card and scan in the cafeteria

Preorder

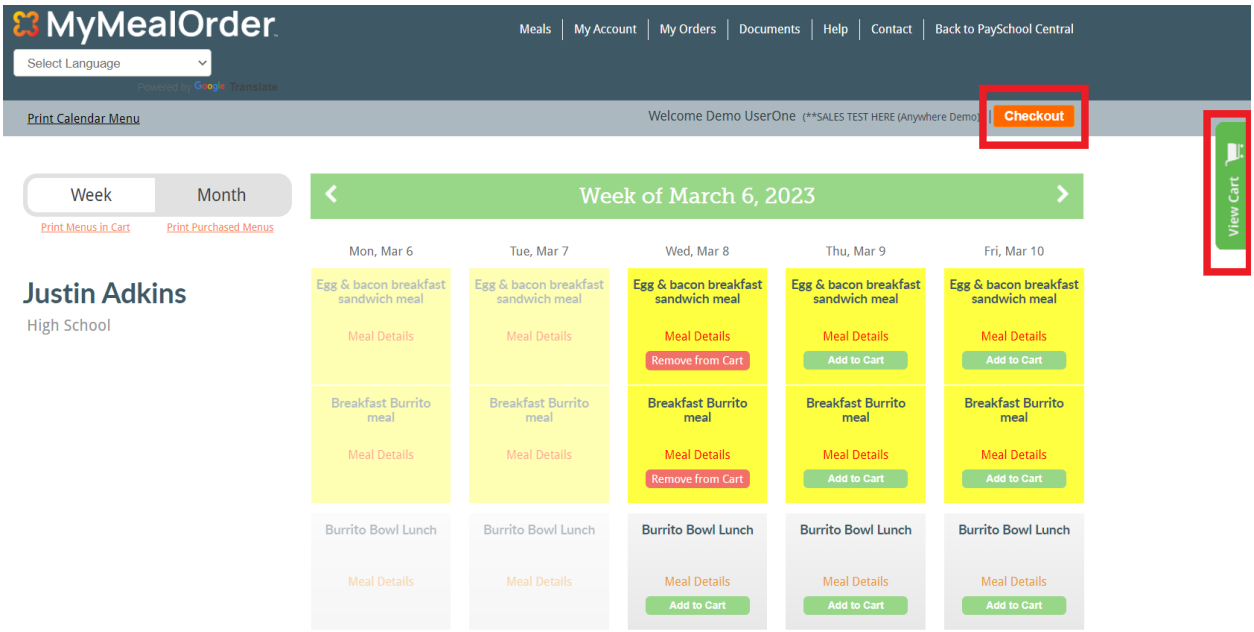
Pre-Order

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.

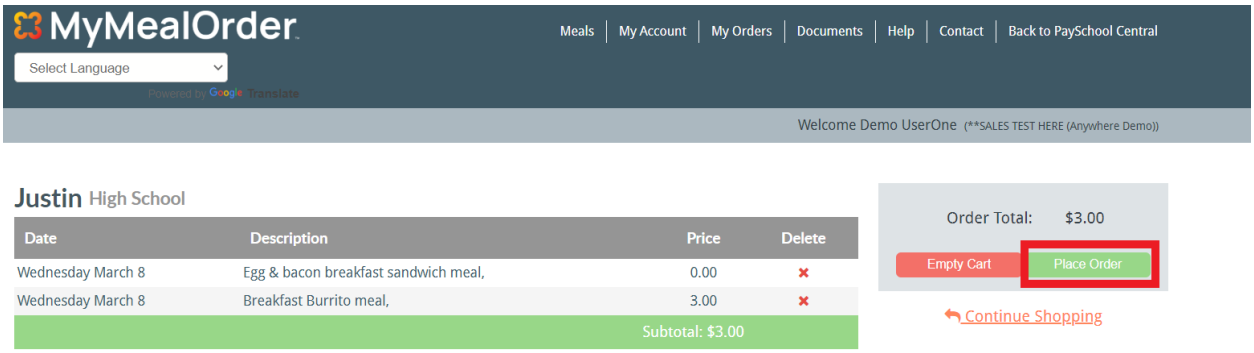
Open the Menu on the right-hand side of the screen by selecting Preorder Meals > You will be directed to myMealOrder's website > You will not need to register nor sign in to myMealOrder as all of your account and students' information will have already been transferred.



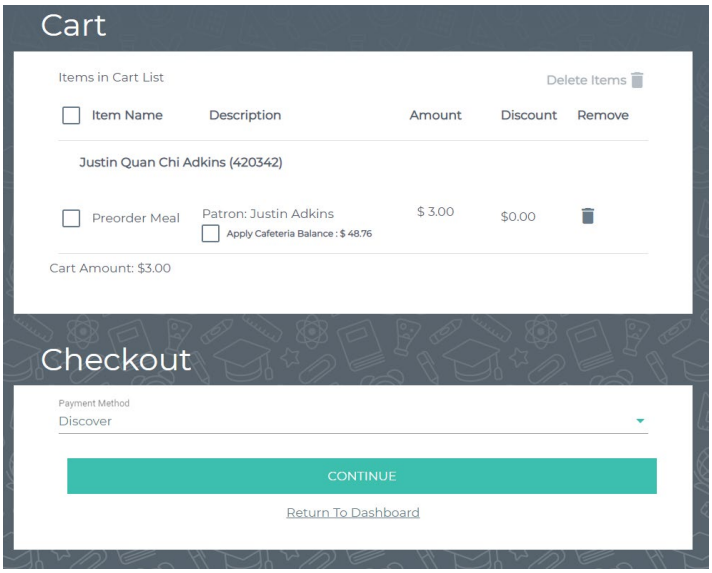
Choose meals/items for each student for the days you wish to pre-order for > Once your items have been added to your cart you can View Cart OR Click Checkout

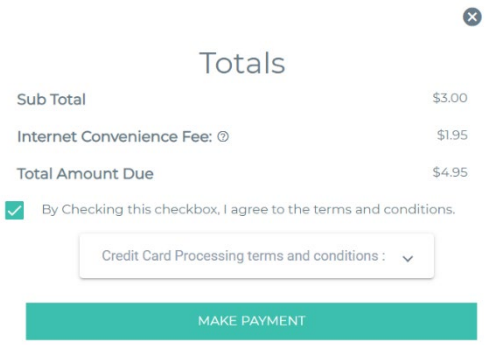


Review your total and click process your payment by selecting Place Order > You will then be re-directed to PaySchools Central to Select your payment method

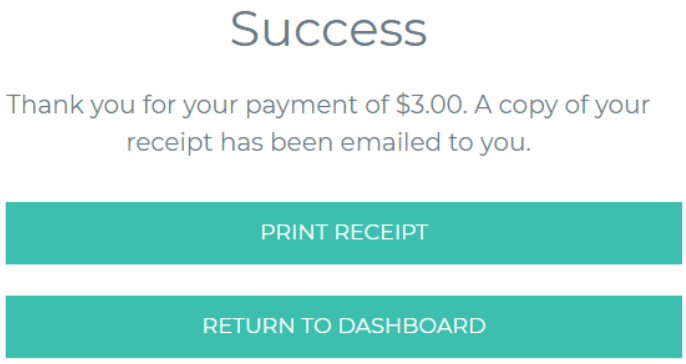


Review totals > Apply to Cafeteria Balance OR Select Payment method > and check to process the terms and conditions box to agree and then click preorder selections and payment.





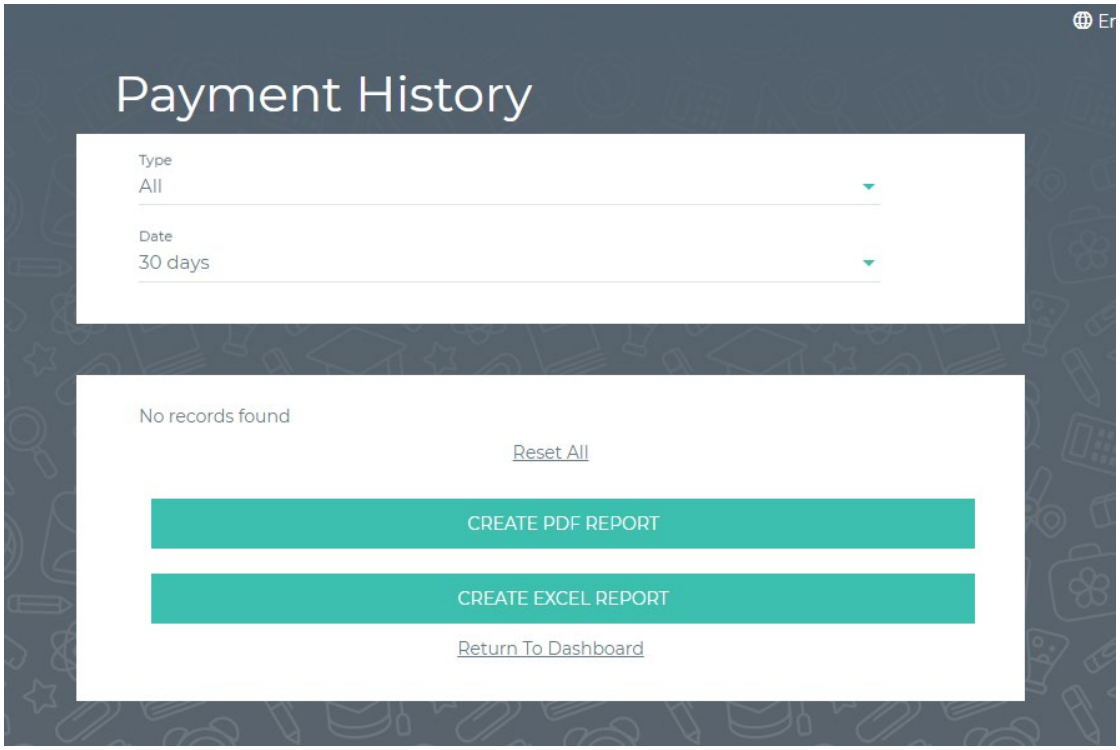
Make sure not refresh your screen while the payment is processing. Once you have processed your payment in PaySchools Central account, you will receive an email receipt as well as a message with order details in your PaySchools Central Account.



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.

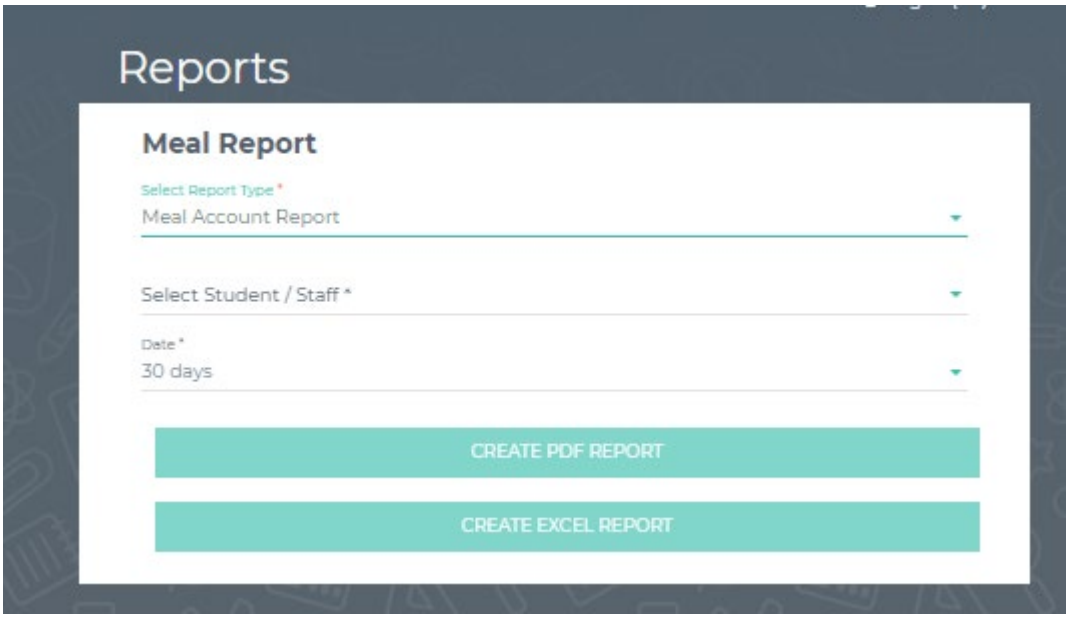
Reports

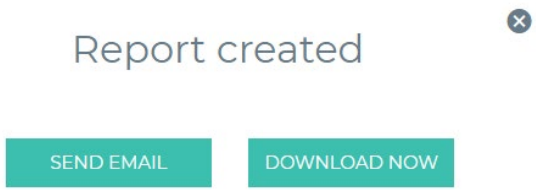
Viewing reports as a parent has never been easier. You can view your meal, fee, and fund account activity reports, depending on what your district offers. In addition, the format of the reports now matches exactly what is displayed on the administrative site, so you and your school staff will always 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

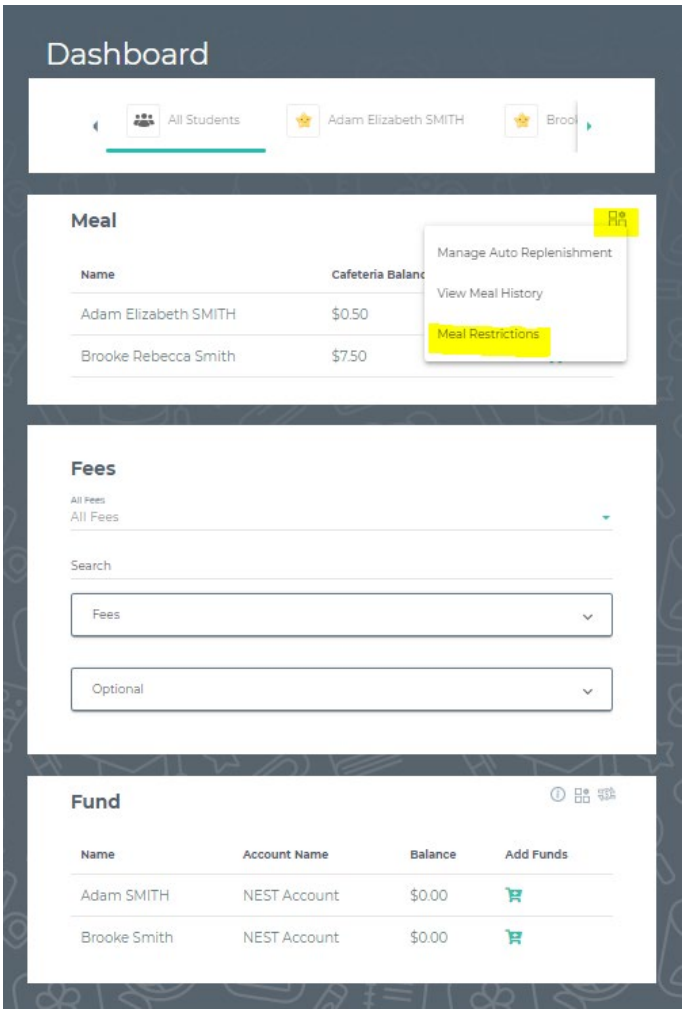
If you need to view items beyond the 30 or 90-day date ranges, select "Custom Date" from the drop-down menu and select your start and end date.

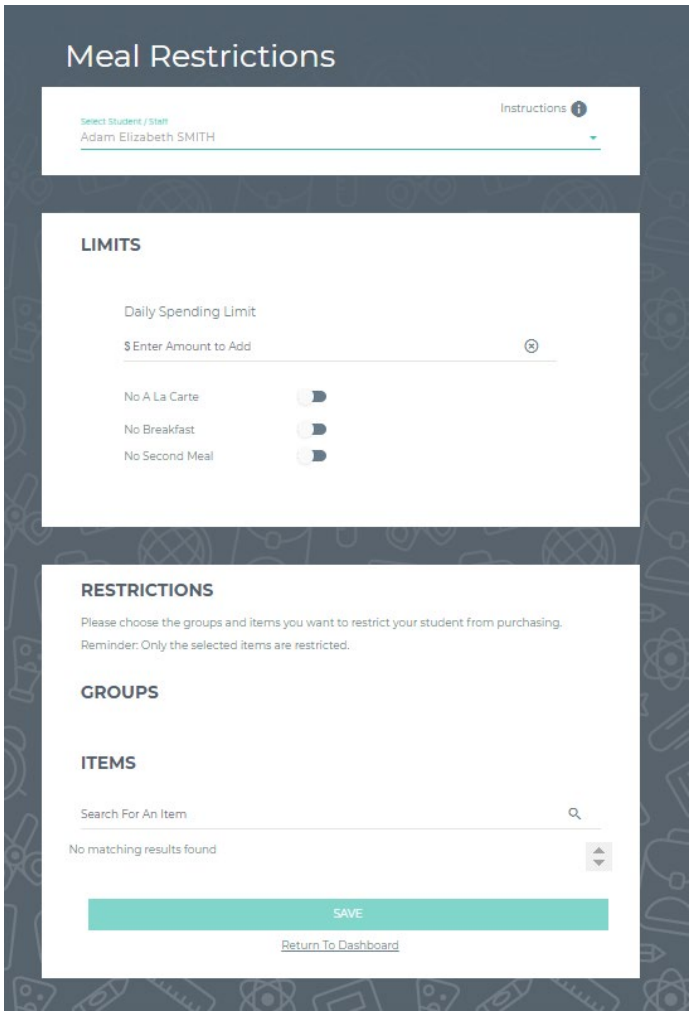




Meal Restrictions

- ✓ 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.



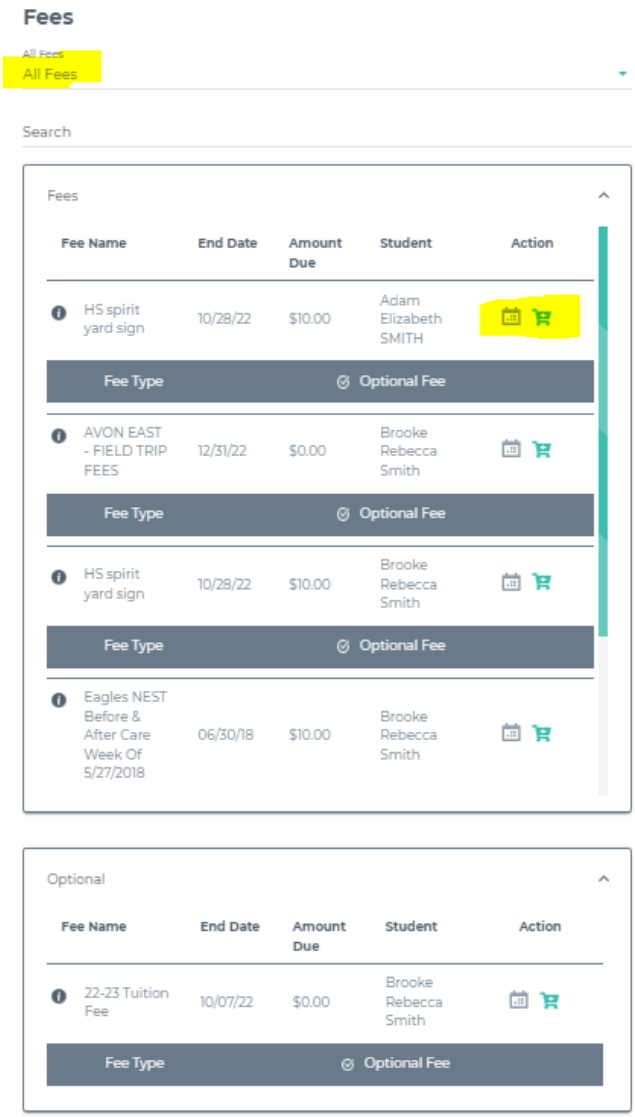


All items are set up and maintained by your school district. If you do not see a certain item or have questions about the items listed, please contact your school directly.

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



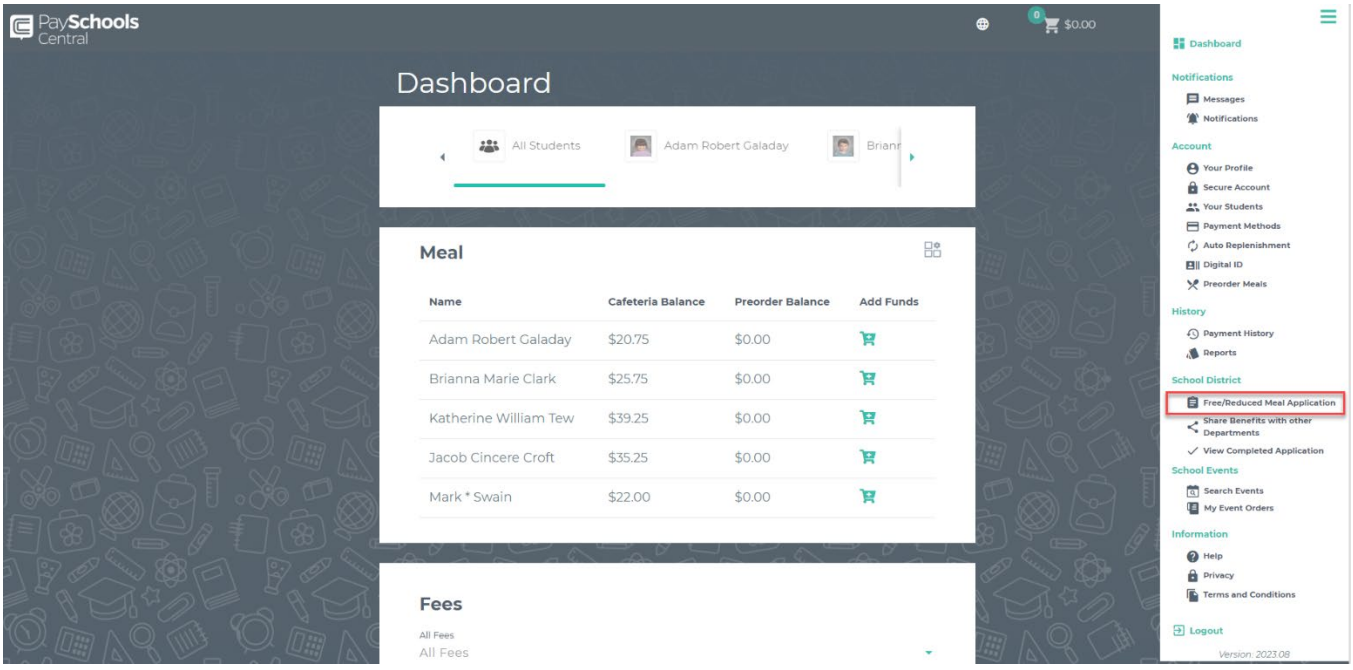
You may or may not have the ability to adjust the amount to pay. Your district determines whether you can pay in installments or not. If you have any questions about your fees, please contact your school directly.

Free & Reduced Application

Step 1-

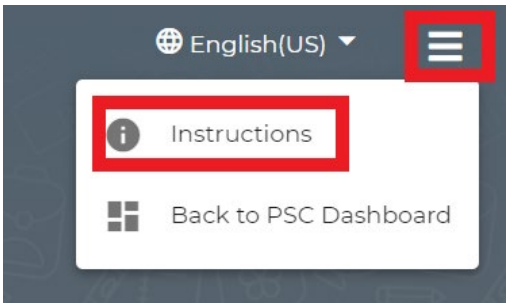
Once your account is set up in PaySchools Central, you can begin your Free/Reduced Application by Selecting **Free/Reduced Meal Application** from your dashboard.

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

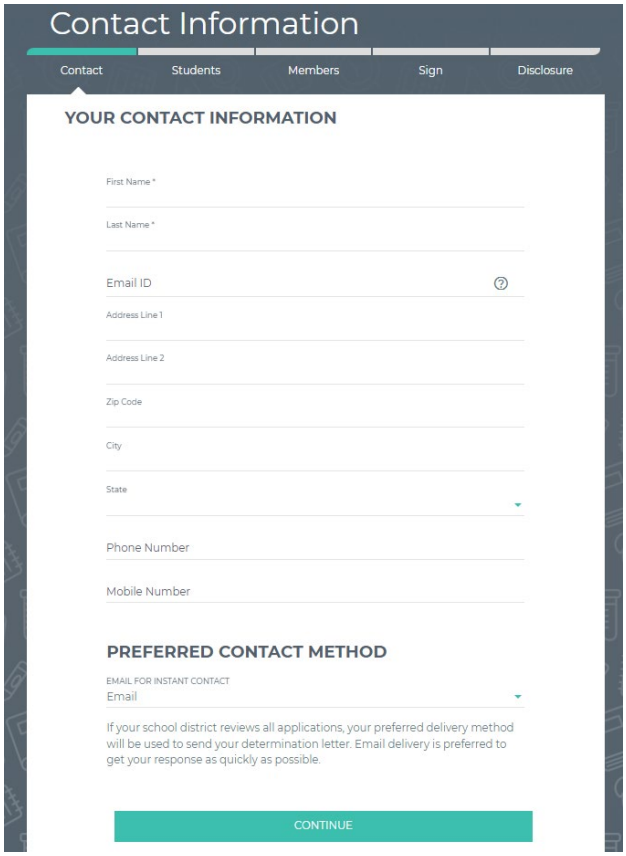


Step 2-

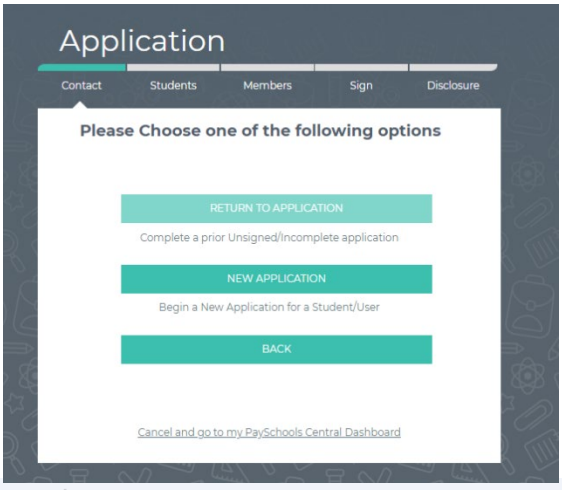
Instructions on how to complete an application is located to the right of the screen



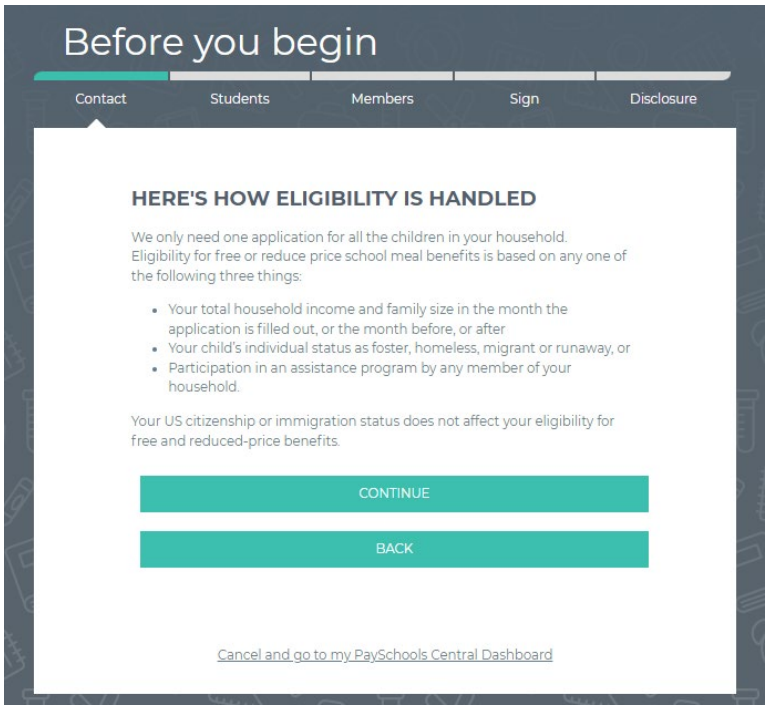
Step 3-
Your contact information is pre-filled with your profile information > verify and/or alter changes needed > Select preferred contact method, which is used to send determination letter > Click continue



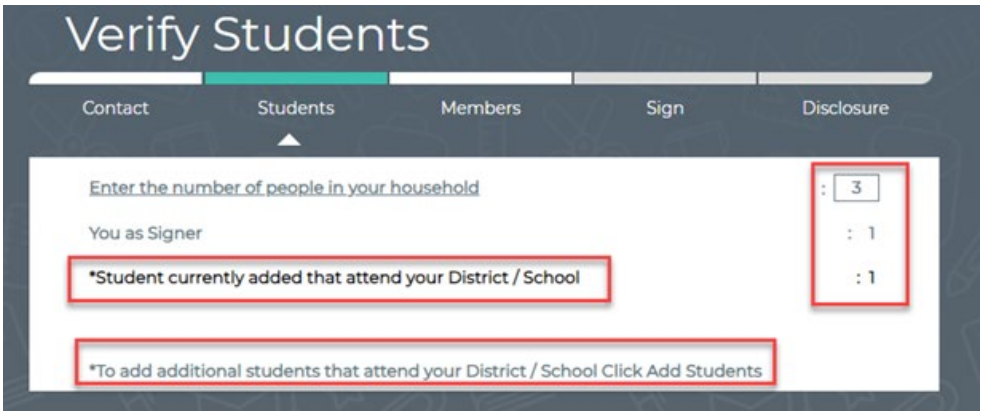
Step 4-
Return to Application allows you to complete an existing application.
Select **NEW APPLICATION** to begin an application for current school year



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"

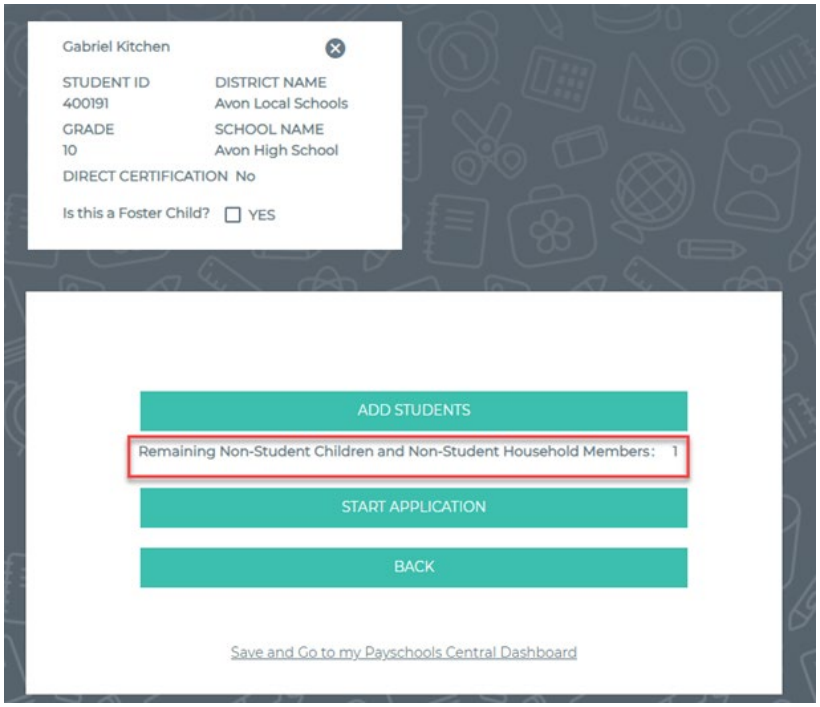


Step 6-
Enter the **TOTAL** number of people in your household



Step 7-
Students that have been added to your account will be shown below

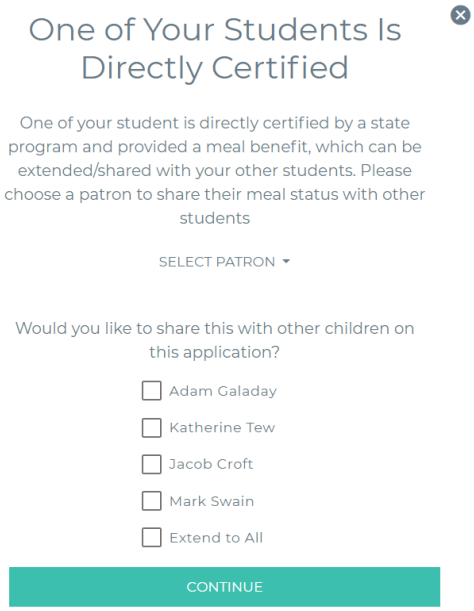
- You can remove students by clicking the "x"
- Click 'Add Student' at the bottom of the screen if additional students that attend the district are needed to be added
- When complete, Start Application



Step 8-

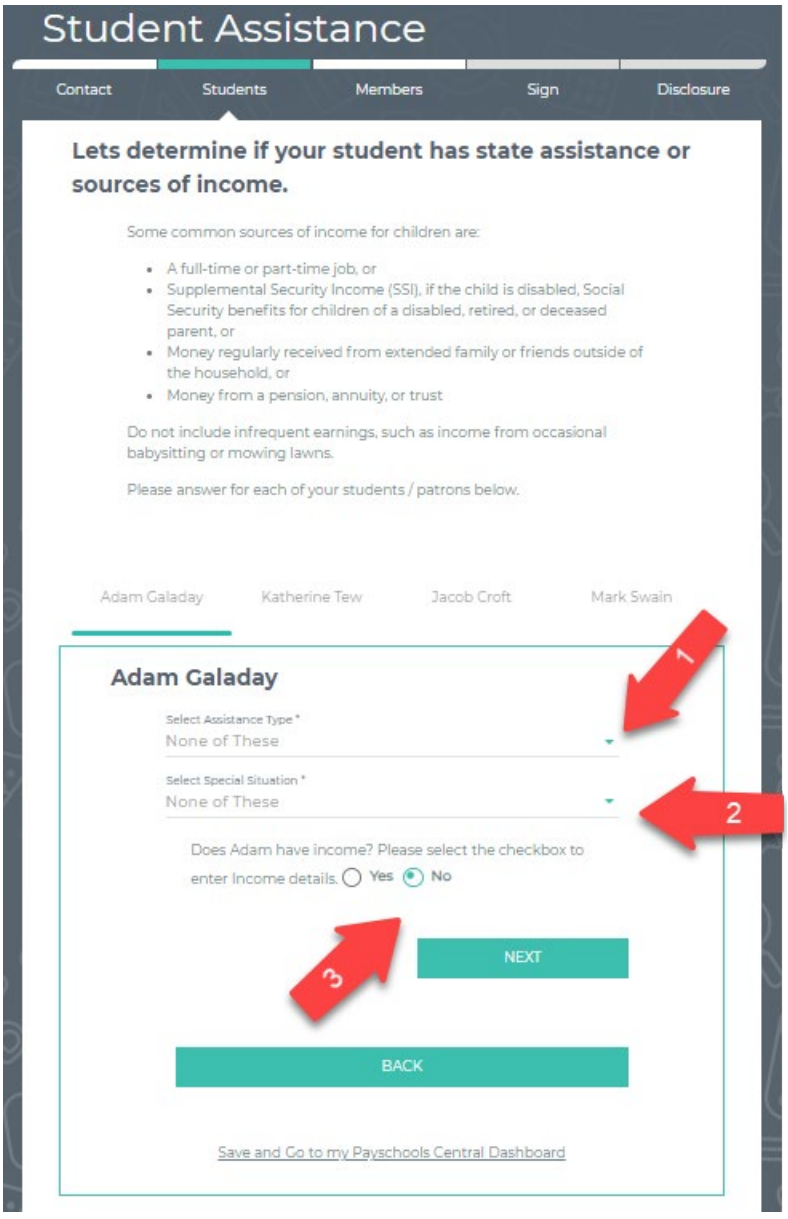
If **Direct Certification** screen appears, no application is needed from your district

- 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, 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.



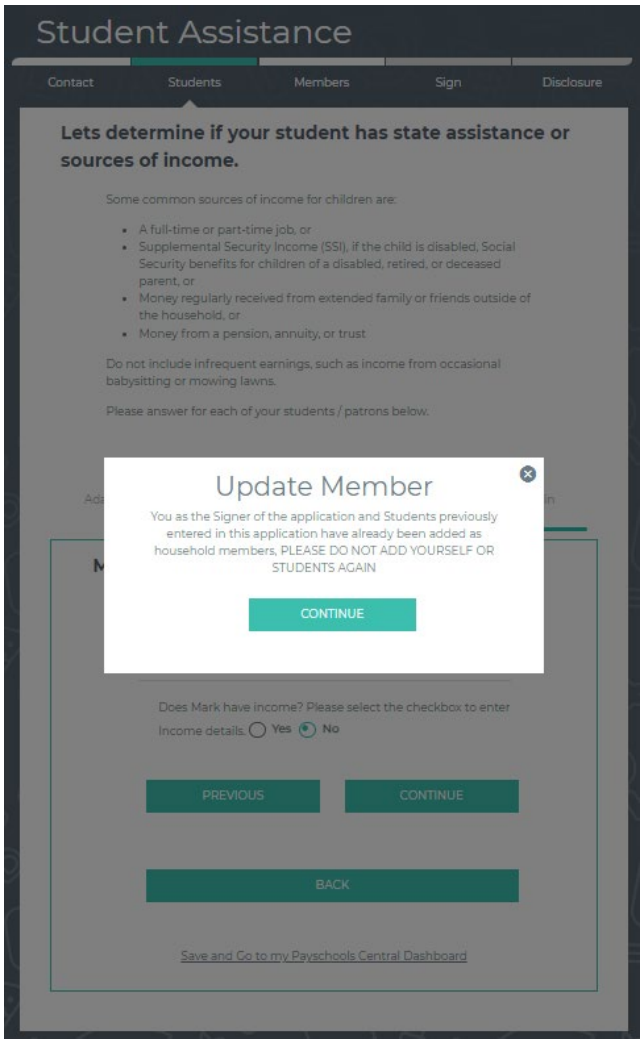
Step 9 -

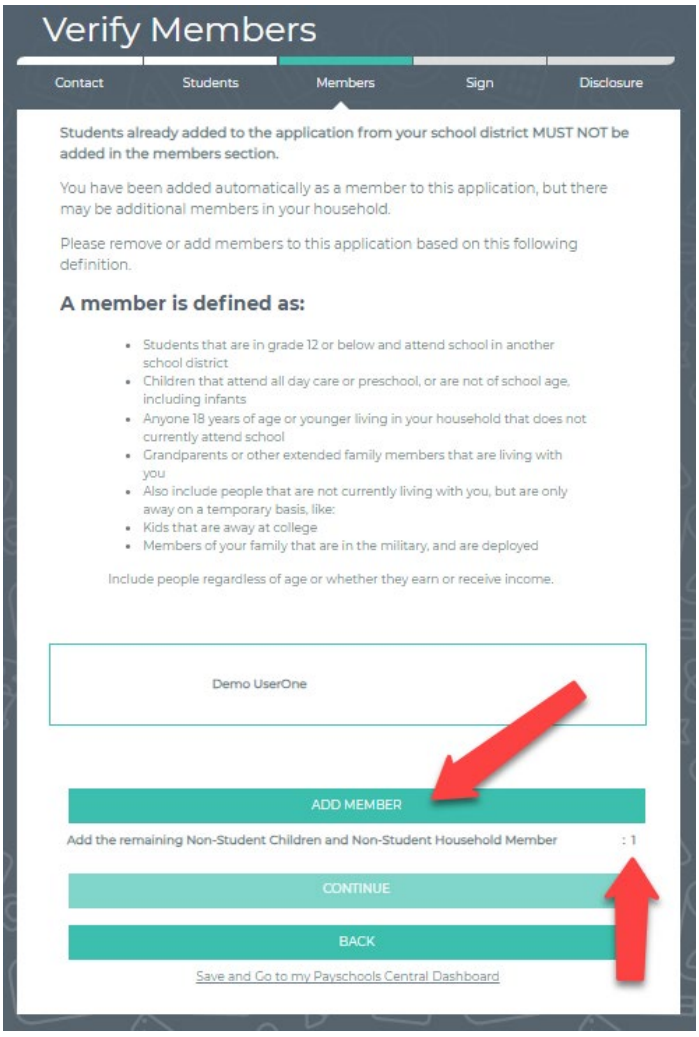
- Select Assistance Type, if applicable > Enter Case Number > Continue
- Select Special Situation, if applicable > Select Foster, Migrant, Homeless, or Runaway
    - **District will reach out for documentation on special situations**
- Select **Yes** or **No** for income > Enter income if applicable > Continue



Step 10-
Please read the information on what is considered to be a member in your household.

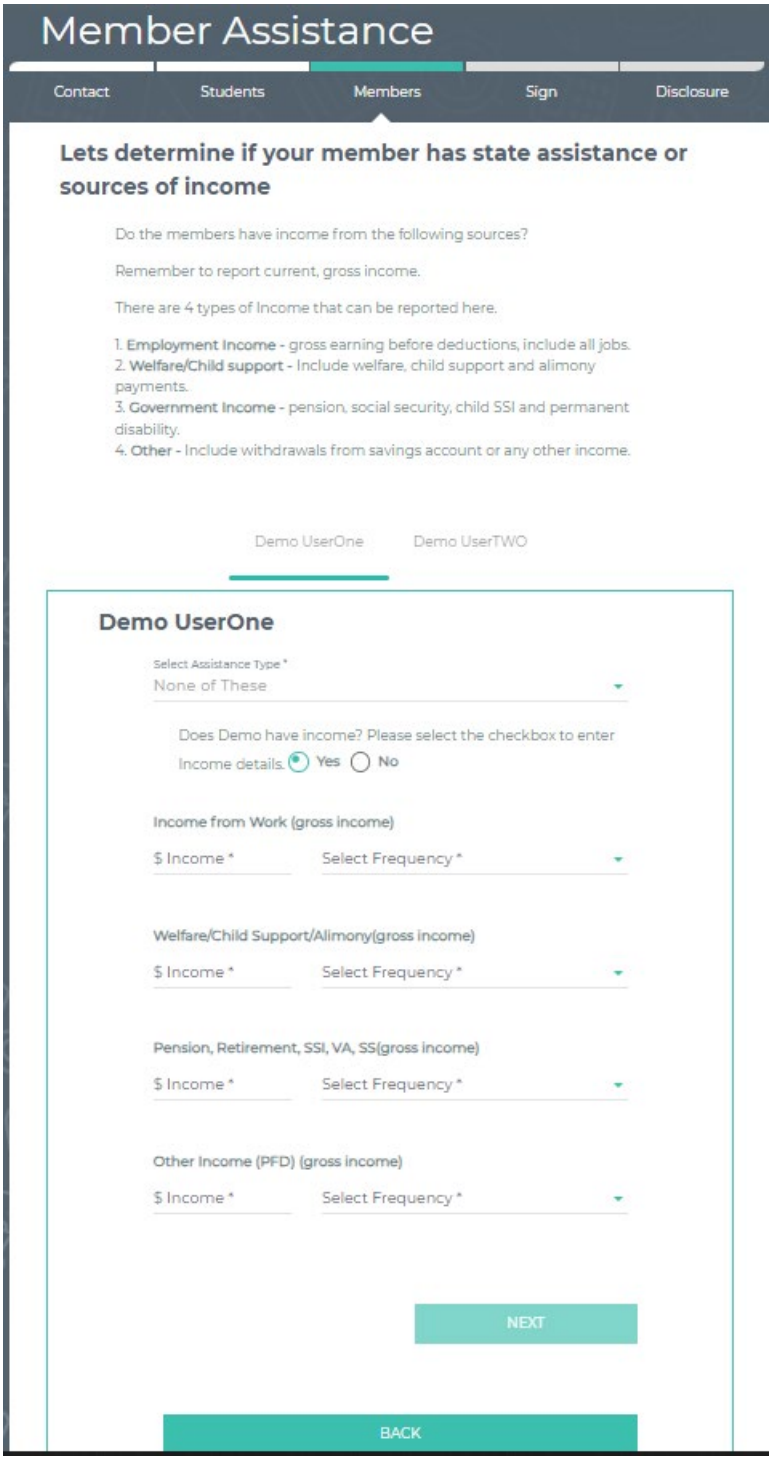
- ✓ You are automatically added to application as member
- ✓ If you have an application from the prior year, members are automatically added
- ✓ Remove/Add members if needed
- ✓ Students or young children that **DO NOT** attend the district will need to be entered as MEMBERS
- ✓ DO NOT duplicate students by adding them as members
- ✓ Students with same Family name MUST be different (ex. by adding Jr. or Sr.) or the system will FLAG as duplicate student/member in Household



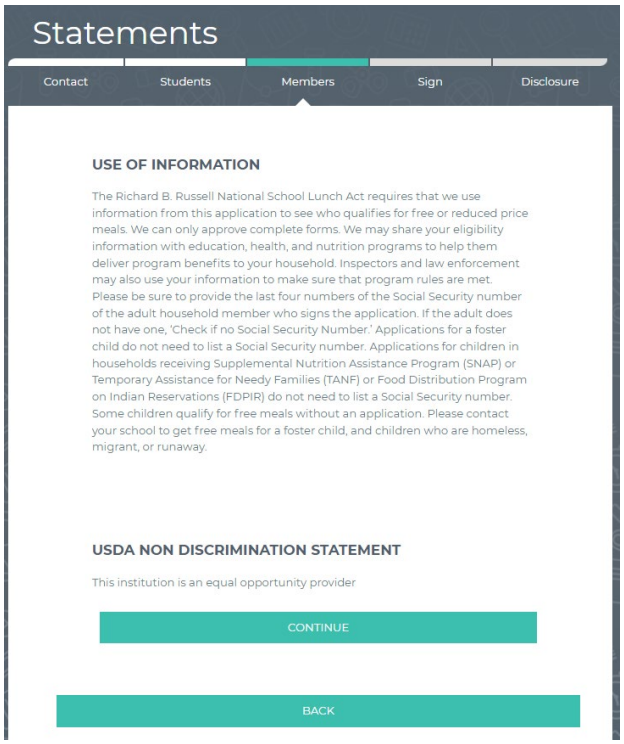


Step 11 -

- Enter Member Assistance (SNAP/TANF) OR Select None of These
- Select **Yes** or **No** for income > Enter income if applicable > Continue

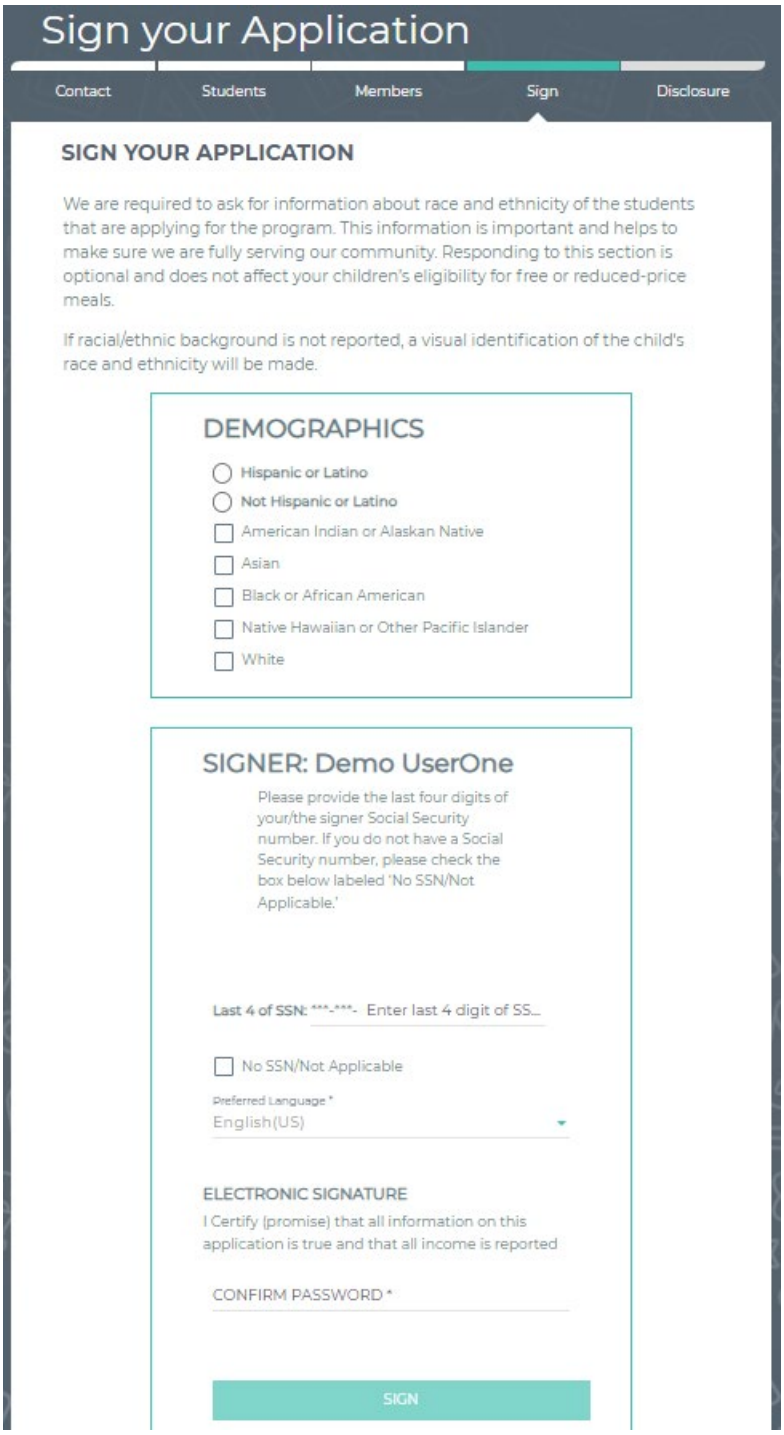


Step 12 -
Read Use of Information & USDA Non-Discrimination Statement > Continue

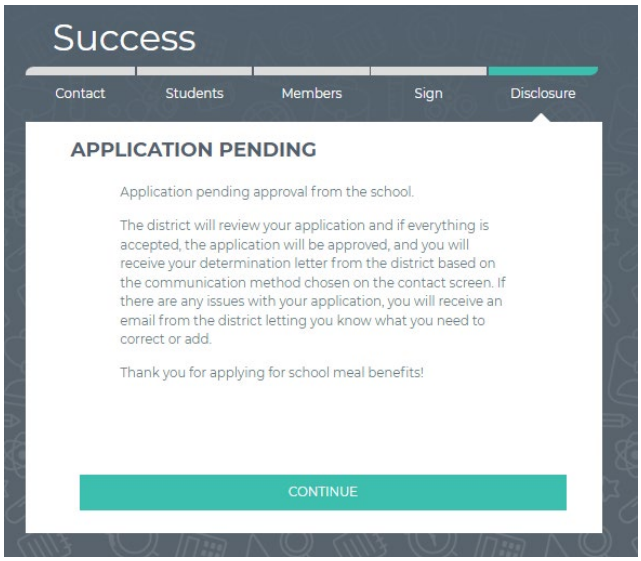


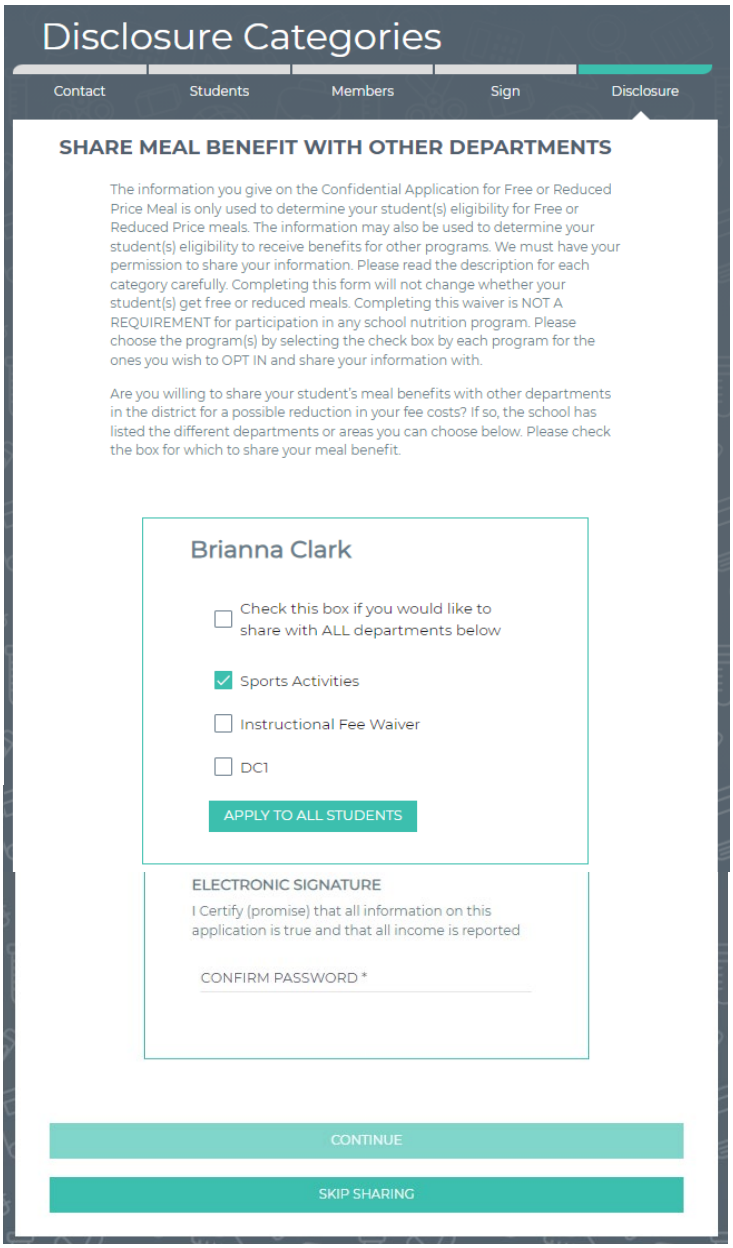
Step 13 -
Review information entered > Edit if needed
Read & Certify > Select Continue

Step 14 -
Select Demographic > Provide last 4 of SSN or check if not applicable > Enter preferred language > Enter PaySchools Central Password > Click Sign



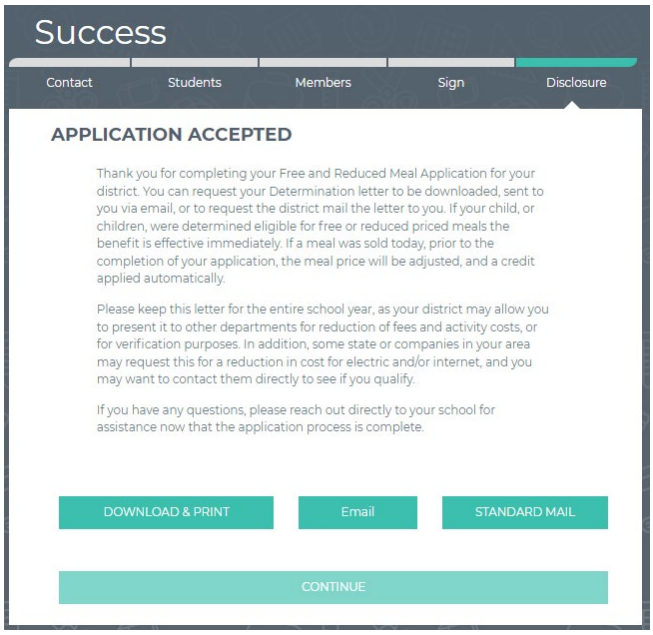
Step 15-
If your district doesn't automatically approve applications, you will be notified of a pending status and the preferred contact method will be used to send notification and determination.





Step 16-
If your district automatically approves applications, you will be directed to complete share meal benefit with another department if applicable to your district. Select Continue when complete.

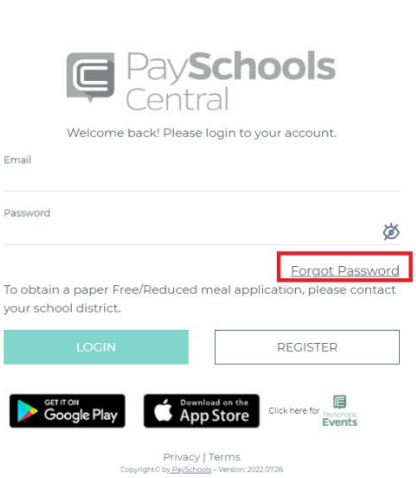
Step 17 -
To view your determination, you can select from the options below to receive your determination letter (note: this only applies to district that automatically approve applications)

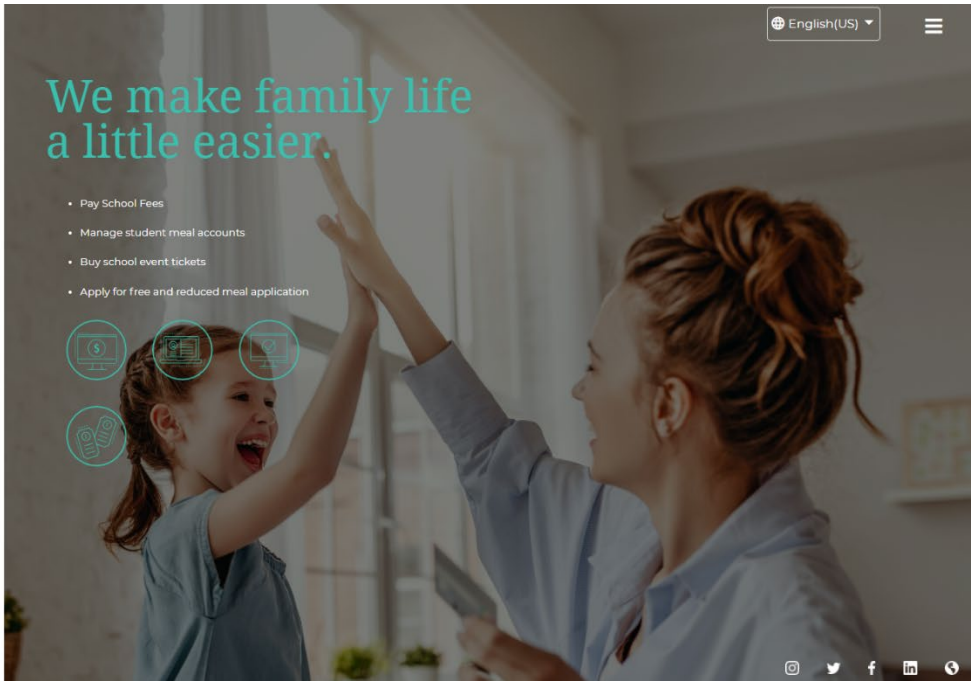


Step 18 -
You can return to your application at any time and return to **Share Benefits with Other Departments,** located on the Dashboard.

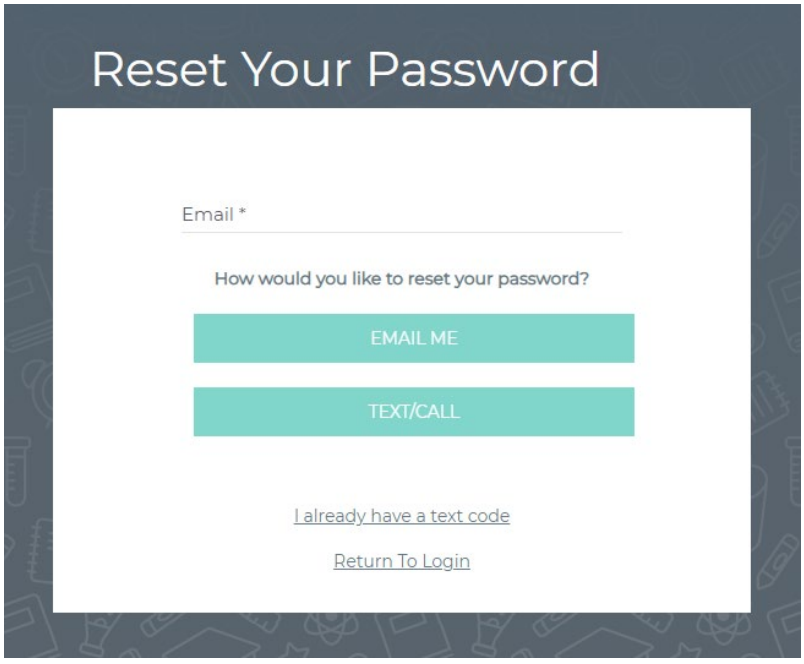
Reset Password

Step 1
If you forgot your Password OR need to change your Password, Click on Forget Password from login screen

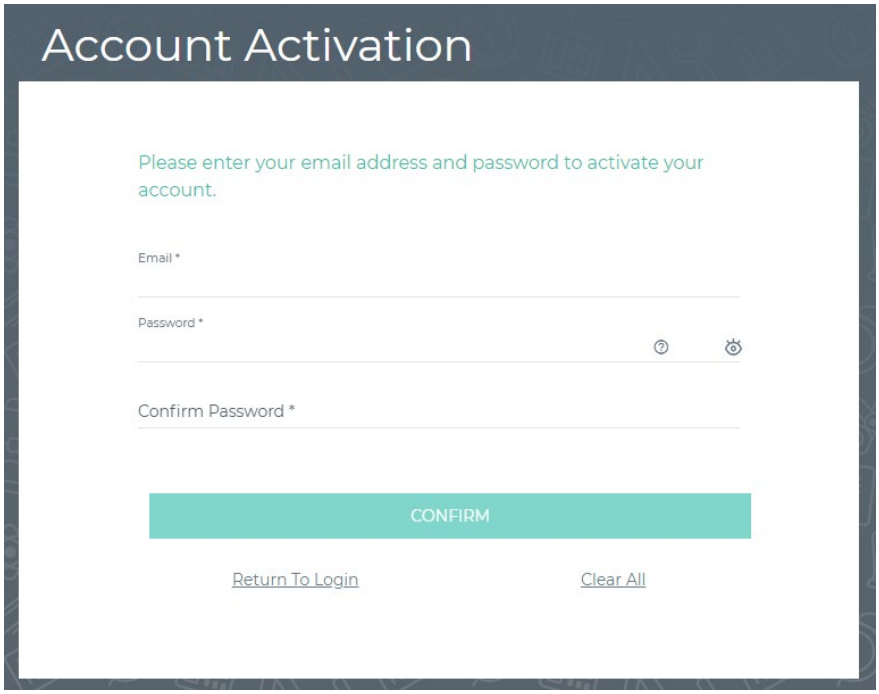




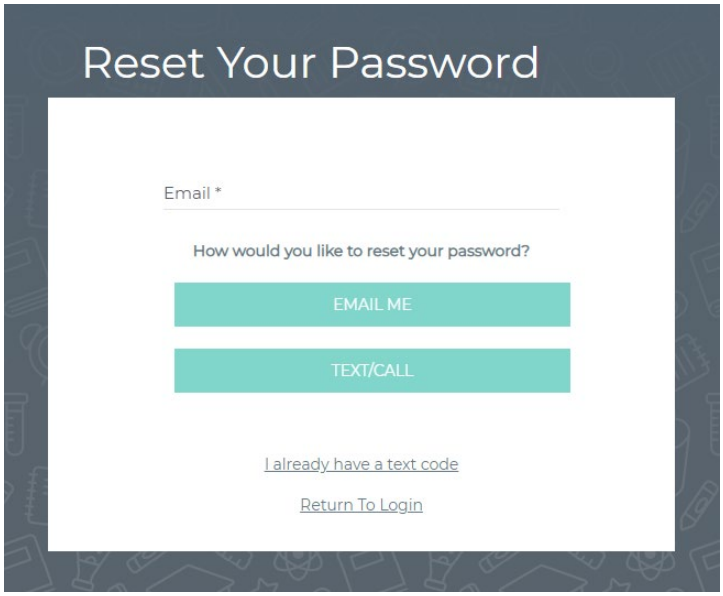
Step 2- Email Method
Enter email > click Email Me



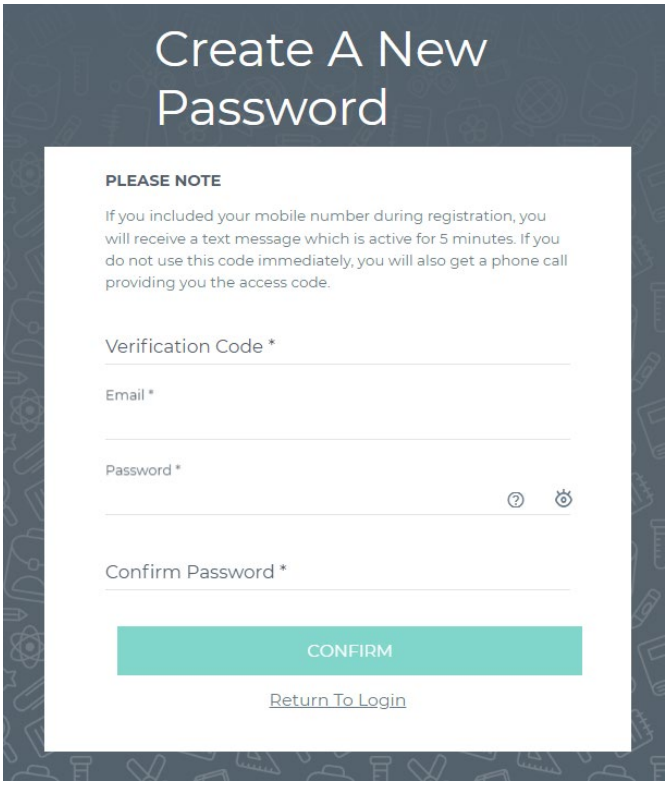
Step 3
An email will be sent with a link to reset password > Click link > enter information below > Click confirm



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 our PaySchools Parent Support for assistance
1-877-393-6628, PSC_help@payschools.com