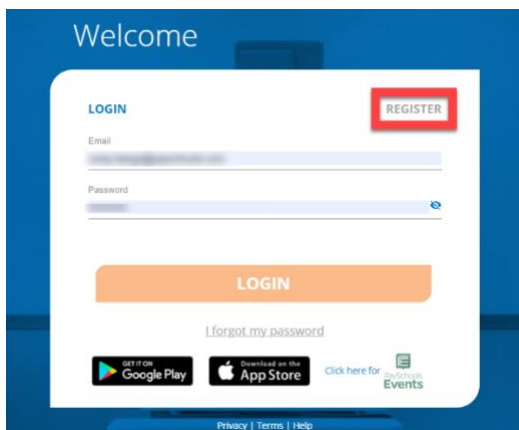


Registration


Create User

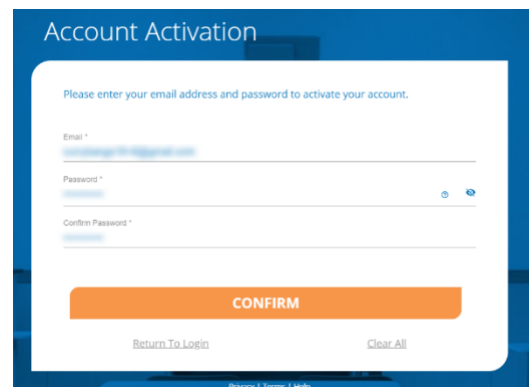
- 1) To set up an account, go to www.payschoolscentral.com and click **REGISTER**.



- 2) Fill out all fields marked with an asterisk. We strongly suggest adding a mobile number as it will help you reset your password via text if you ever have trouble logging in.
- 3) Review the [User Agreement](#) and check the box before clicking **REGISTER**.
- 4) Click **RETURN TO LOGIN** in the pop-up window and check your email inbox for a confirmation email.
- 5) You **MUST** click the link in the email in order to continue. This link is **ONLY VALID FOR 30 MINUTES**. If you do not activate the link within 30 minutes,

please return to www.payschoolscentral.com and click I

- 6) [forgot my password](#) to request a new email.
- 7) Create and confirm your password in the Account Activation screen after clicking the link in the email. You can view the password complexity rules by clicking 



Secure Account


- 1) Fill out your 3 security questions and answers after setting up your password. Answers must be at least two characters long.
- 2) Click **SECURE** to continue.

Add Student and\or Staff

- 1) You have the option to **SKIP** this step and add your students/staff later via the [Dashboard](#).

- 2) Add your student(s) and staff by filling in all the required fields and clicking




- 3) Once students and staff are added, they will appear at the top of the page where you can remove and manage your students/staff.
- 4) Click  once you've added all of your students and/or staff.
- 5) A summary screen will display all students and staff who've been added. A green circle in a student/patron's card indicates they're active. A red circle indicates they're inactive. If your student or staff is showing up as inactive, please contact your school for assistance.

Add Payment Methods



- 1) Choose the payment type. Please note school districts choose which payment methods are accepted.

- 2) Enter in the payment method information, including the payment type, nickname, and card number or routing/account numbers. The “Nickname” field is simply a name you can give your payment method. For example: Jane's Visa CC.
- 3) Please read the Terms and Conditions for each payment method and check the box to agree. Click  to add your payment method.
- 4) You can store multiple payment methods in your account, including credit/debit cards and ACH. To add another payment method, select another payment type from the drop-down menu and follow steps starting on the [Add Payment Methods](#) section of this guide. You can also add more payment methods later by going to the Menu and clicking the [Payment Methods](#) option.

Email Notifications

- 1) To turn on any of the notifications, simply click the on/off toggle. An orange toggle indicates the notifications are on.

Notifications

Register Students Payments Notifications

Meal Account Instructions ⓘ

Amount \$ 5.00

Balance Low Meal Balance

Select Day

Day of Month Last Day

Balance Reminder

Fees Instructions ⓘ

Select Day

Days Notice 1

Fee Due

Select Day

Days Notice 1

Upcoming Payment

Select Day

Days Overdue 1

Overdue Fee

Fund Account Instructions ⓘ

Amount \$ 5.00

Balance Low Fund Balance

Select Day

Day of Month Last Day

Balance Reminder

Monthly Statement Instructions ⓘ

Select Day

Day of Month Last Day


Monthly Statement

[Reset All](#)

CONTINUE

BACK

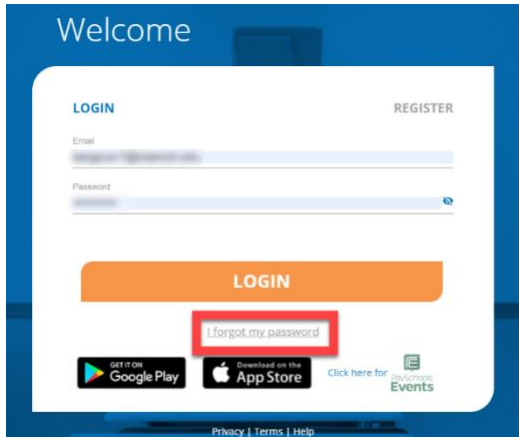
Privacy | Terms | Help

- 2) There are instructions for each section to give you more information about each type of notification. Click **Instructions ⓘ** to see the notification descriptions.
- 3) To save your notification settings, click right of your student's name. To make a fee payment, scroll down to the Fees card and click the  next to the fee you wish to pay.

CONTINUE

Reset Your Password

- 1) If you cannot log into PaySchools Central, or if you would like to change your password, click **I forgot my password** on the login screen and follow the steps to reset your password.

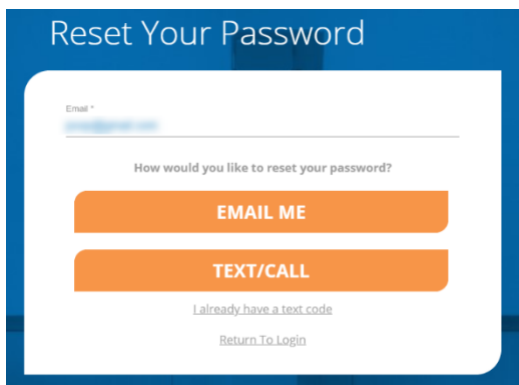


- 2) Enter in the email address associated with your account where indicated and click

EMAIL ME

or

TEXT/CALL



Email

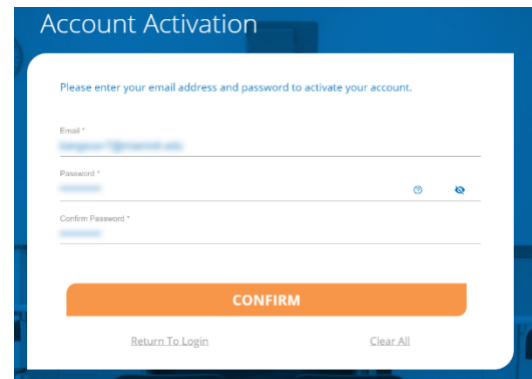
- 1) The **EMAIL ME** option will send you an email with a reset password link. Click the link and follow the instructions to reset your password when you reach the Account Activation page.

- 2) Click

CONFIRM

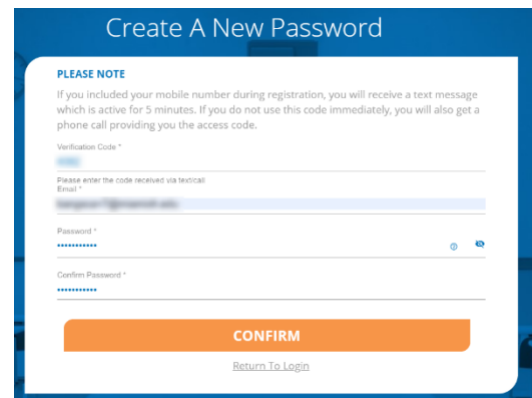
to

submit your changes.



Text

- 1) The **TEXT/CALL** option will send you a text verification code, which you'll need to enter on the following page:



- 2) For either the email or text/call option, click

CONFIRM

to submit your changes. You will see the following pop-up, which indicates you successfully created a new password.

