

# PAYSCHOOLS CENTRAL

## Parent User Guide

6.10.2022

Call PaySchools Central Parent Helpline

877-393-6628

Download the NEW APP to your Mobile Device



**PaySchools Central**  
School Payments made easy

***New APP for  
your phone***

This is the correct page on your computer.

The login page includes the PaySchools Central logo, a welcome message, and input fields for email and password. It also features a 'Forgot Password' link, login/register buttons, and app store download links.

**PaySchools Central**  
Welcome back! Please login to your account.

Email  
YOUR EMAIL  
Invalid email address.

Password  
Password is required

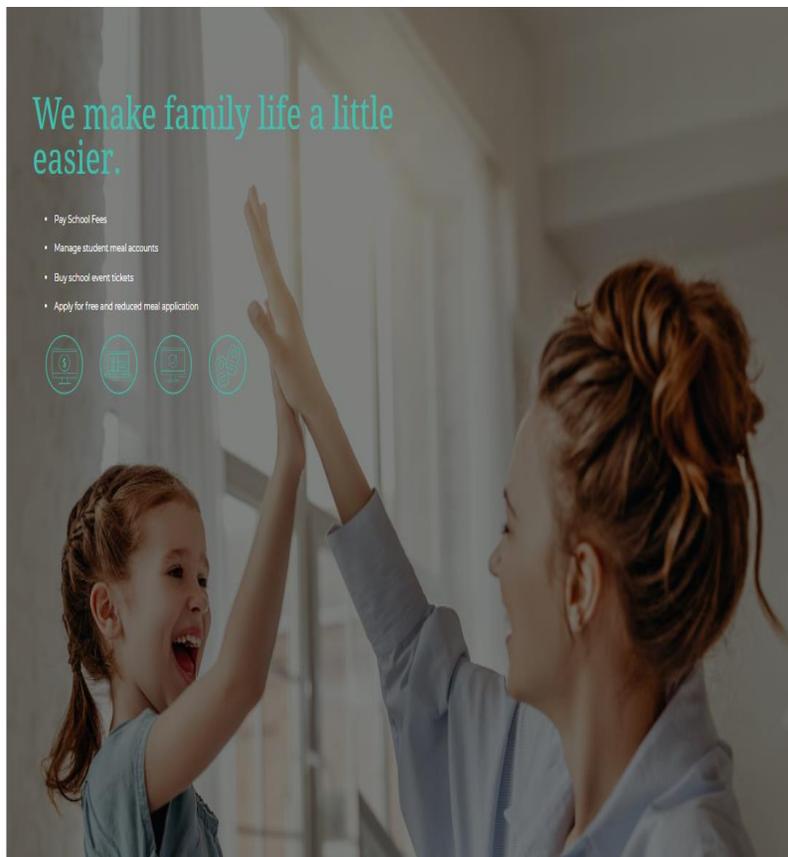
[Forgot Password](#)

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

**LOGIN** REGISTER

Download on the **Google Play** **App Store** [Click here for School Events](#)

Privacy | Terms  
Copyright © PaySchools Central version 2022.06.01



# Registration

## Create User

1) To set up an account, go to <https://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.

## 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

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 <https://payschoolscentral.com> and click

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 Your 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 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

**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  
Ohio

District  
Anywhere USA

Student ID \*

First Name \*

Last Name \*

Relationship to Student/Staff \*

[Clear All](#)

**ADD STUDENT / STAFF**

**CANCEL**

[Return To Dashboard](#)

3) 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.

**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>Grace Cooney <span style="color: green;">●</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>Dolly Parton <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>
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**ADD STUDENT / STAFF**

[Return To Dashboard](#)

## Add Payment Methods

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

**Add Payment Method**

whorest

**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**

Credit/Debit Card

ACH/Check

**CANCEL**

[Return To Dashboard](#)

2) Enter in the payment method information, including the payment type, nick name, 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**

**Meal Account** Instructions ⓘ

Balance: Amount \$ 5.00 Low Meal Balance

Day of Month: Select Day Last Day Balance Reminder

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**Fees** Instructions ⓘ

Days Notice: Select Day 1 Fee Due

Days Notice: Select Day 1 Upcoming Payment

Days Overdue: Select Day 1 Overdue Fee

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**Fund Account** Instructions ⓘ

Balance: Amount \$ 5.00 Low Fund Balance

Day of Month: Select Day Last Day Balance Reminder

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**Monthly Statement** Instructions ⓘ

Day of Month: Select Day Last Day Monthly Statement

[Reset All](#)

**UPDATE**

[Return To Dashboard](#)

## Email Notifications continued

2) There are instructions for each section to give you more information about each type of notification. Click



to see the notification descriptions.

3) To save your notification settings, click

[Reset All](#)

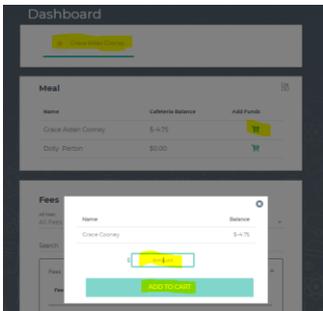
[UPDATE](#)

[Return To Dashboard](#)

## Meal and Fee Payments

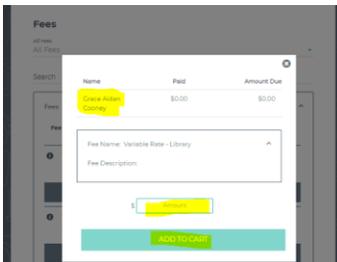
1) To make a one-time lunch payment, go to the

Dashboard and click the  to ADD money MEAL:



2) Enter the amount you wish to add to the lunch account or how much you'd like to pay towards your fee (if partial payments are allowed) and click

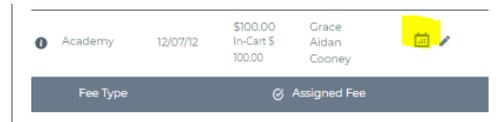
FEE:



3) You will now see a blue circle in the upper right-hand corner of your screen where your cart is. The blue circle indicates there are items in your cart and the number indicates the amount of items.



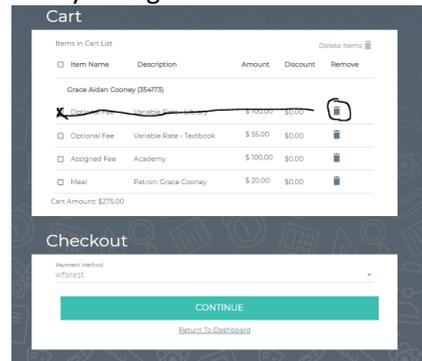
4) If you would like to schedule your fee payment for a later date, click [Or, Schedule For A Later Time](#)



5) To check out, click on the white shopping cart in the upper right-hand corner of the Dashboard screen.



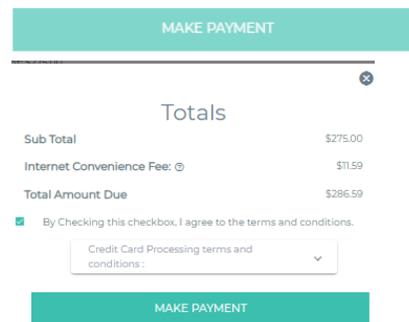
6) Review and update the items in your cart and make any necessary changes.



7) Select your payment method and click



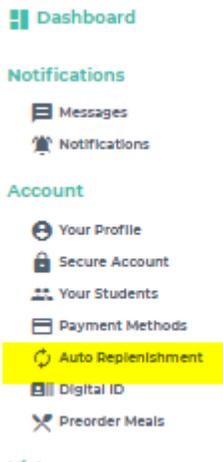
8) Check the box in the Totals pop-up window to agree to the terms and conditions and click



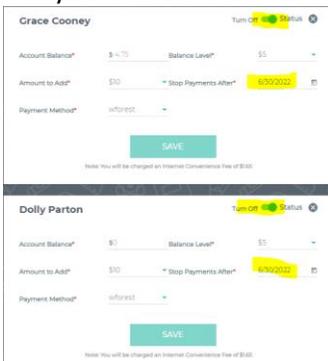
9) After completing your purchase, you will receive an email with a receipt listing the item(s) purchased. You can also view your payment history by opening the Menu and clicking on the Payment History option.

## Auto-Replenishment

1) To set up auto-replenish, click the AutoReplenishment option in the Menu.



2) You will see your list of students and can either select a single name to set up unique auto-replenish settings or you can select All Students to apply the same settings to everyone in your account.



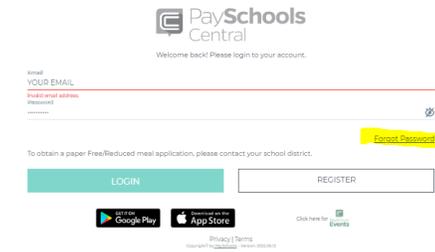
3) Once you've selected your student(s), enter in the required fields and click



- 4) A green toggle will appear, which indicates auto-replenishment is on.
- 5) Once your auto-replenish settings have been saved, you will see a status icon next to the Turn Off switch. Hover over the icon to see the auto-replenish status
- 6) To turn off auto-replenish, simply click the green toggle.

## 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** or **Text/Call** me  
**Email**

1) The **Email** 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/Call**

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

You are all set to login now.

***Thank you for choosing  
PaySchool Central!***