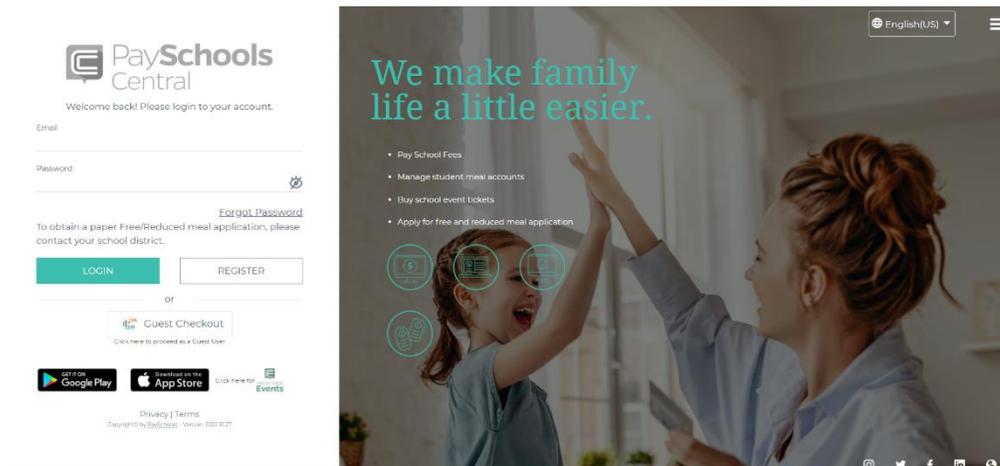


# How to Transfer Cafeteria Balances

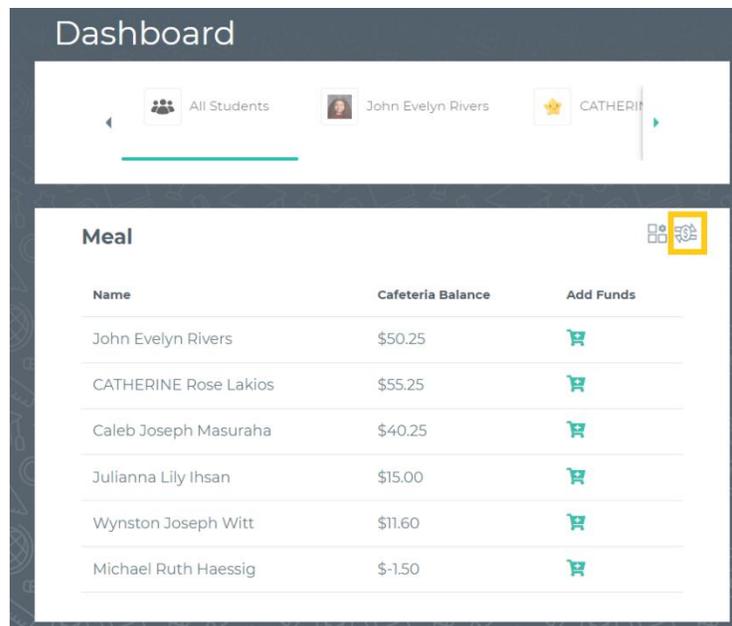
## Step 1-

Login into existing account or set up an account at <https://payschoolscentral.com>

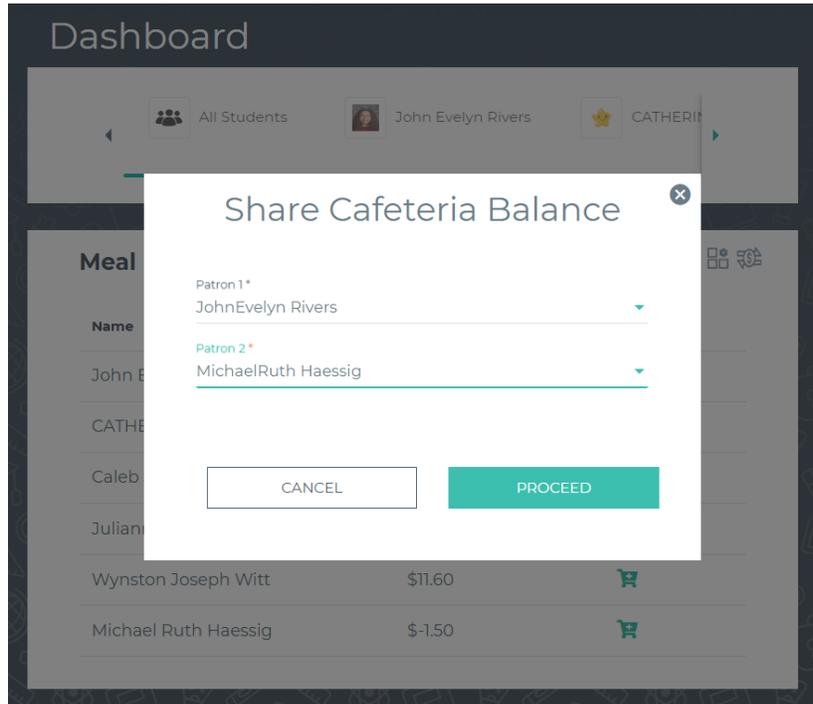
OR Download the APP



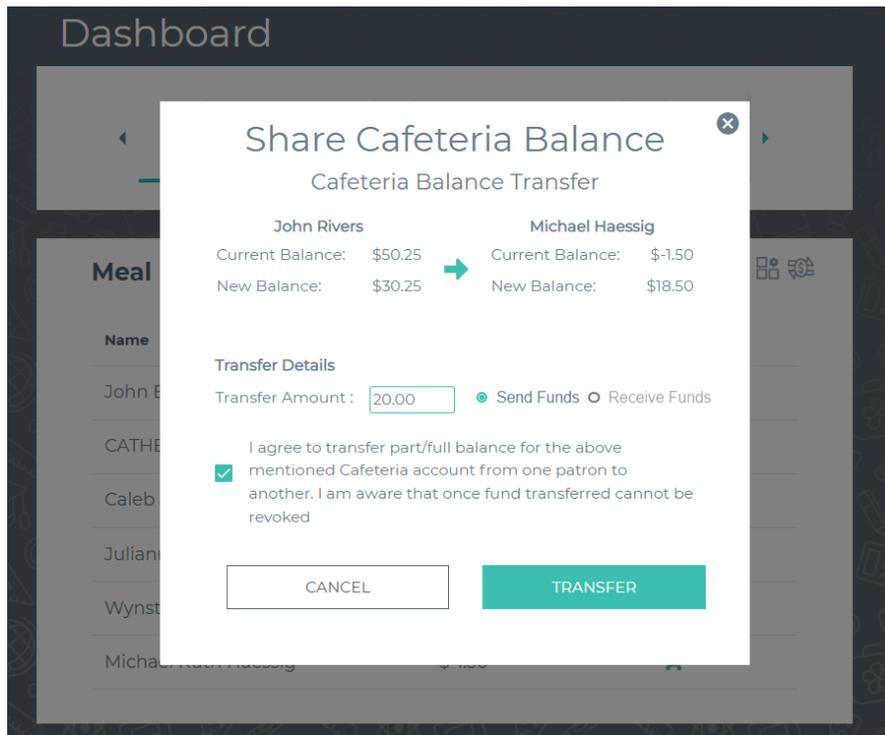
**Step 2-** Click the cafeteria transfer icon outlined below, a popup box will open for selecting patrons



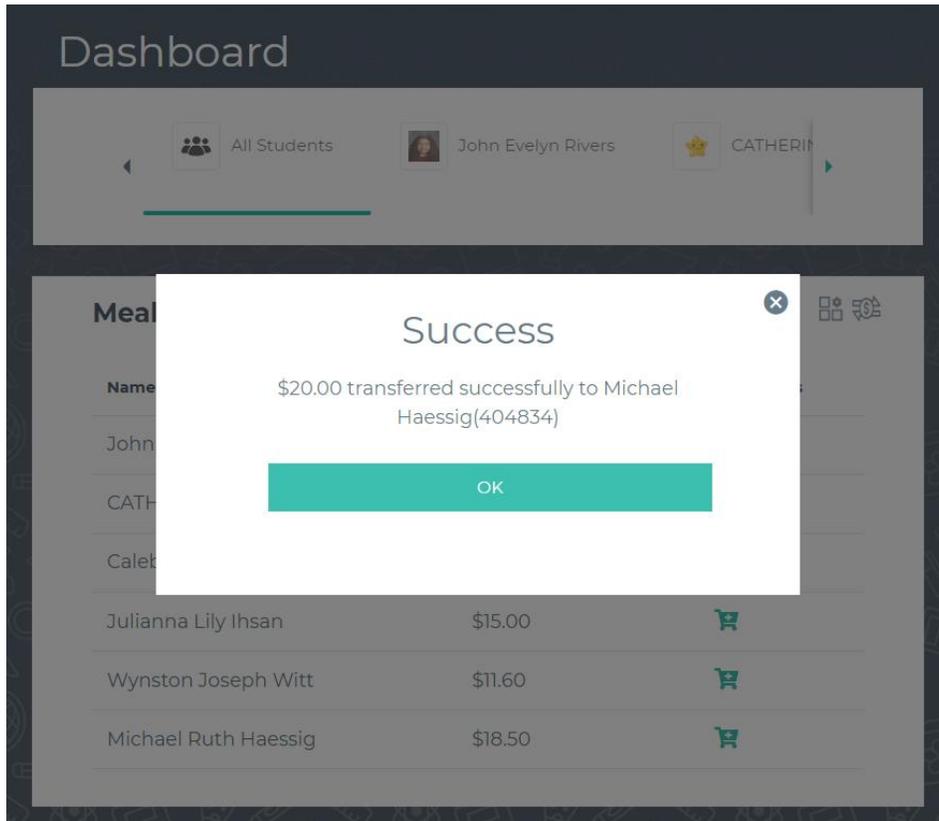
**Step 3-** Select patrons > Proceed



**Step 4-** Enter transfer amount > Select option for send or receive funds > Review and check box for conditions > Click Transfer



**Step 4-** Transfer is complete



Please do not hesitate to contact  
PaySchools Central Customer Service **877-393-6628**