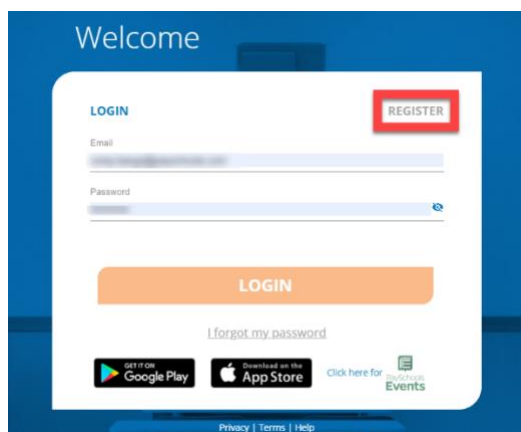


3.18.2020

Registration

Create User

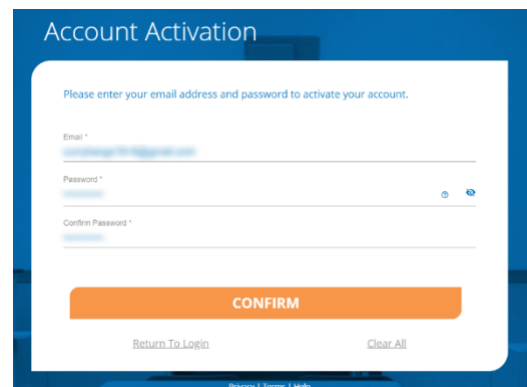
- 1) To set up an account, go to www.payschoolscentral.com and click **REGISTER**.



- 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 forgot my password](#) to request a new email.

- 6) 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.



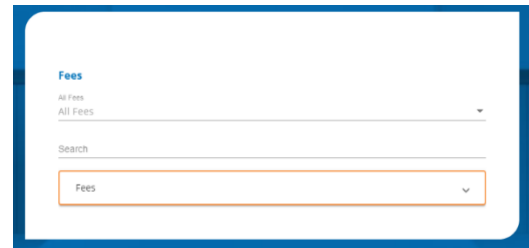
- 2) There are instructions for each section to give you more information about each type of notification. Click **Instructions** ⓘ to see the notification descriptions.
- 3) To save your notification settings, click



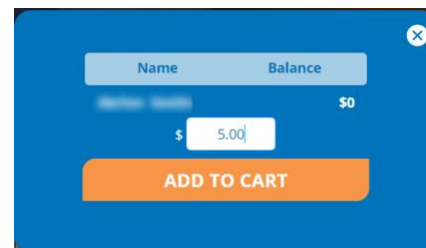
Fee Payments

- 1) To make a fee payment, scroll down to the Fees card and click the  next to the fee you wish to pay.

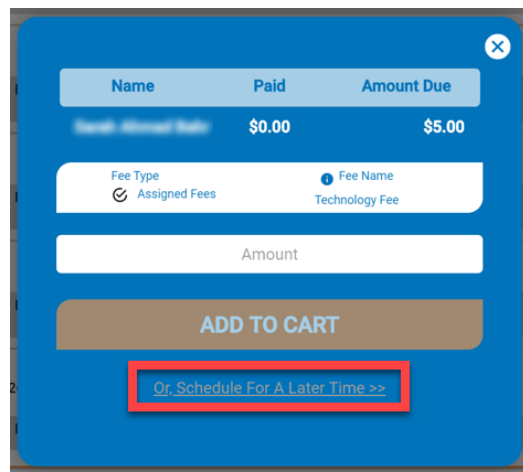
Fee:



- 2) Enter the amount you'd like to pay towards your fee (if partial payments are allowed) and click

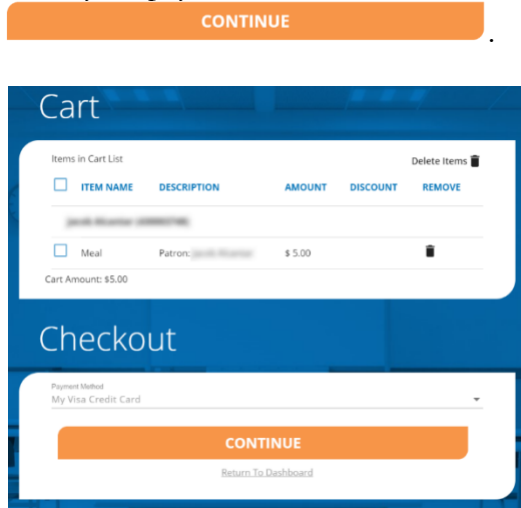



- 3) You will now see a blue circle in the upper right-hand corner of your screen where your cart is. The blue circle indicates there are items in your cart and the number indicates the amount of items.
- 4) If you would like to schedule your fee payment for a later date, click **Or, Schedule For A Later Time >>**.



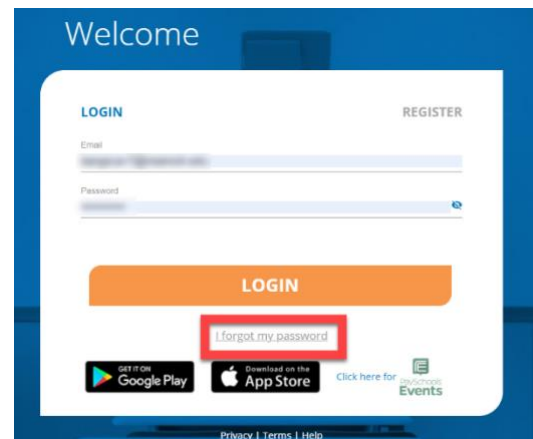
Reset Your Password

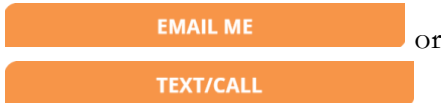
- 5) To check out, click on the white shopping cart in the upper right-hand corner of the Dashboard screen.
- 6) Review and update the items in your cart and make any necessary changes.
- 7) Select your payment method and click

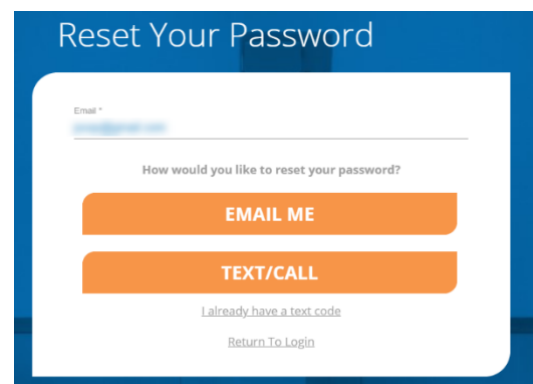


- 8) Check the box in the Totals pop-up window to agree to the terms and conditions and click
- 
- The image shows a blue button with the text 'MAKE PAYMENT' in white capital letters.
- 9) After completing your purchase, you will receive an email with a receipt listing the item(s) purchased. You can also view your payment history by opening the Menu and clicking on the Payment History option.

- 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.



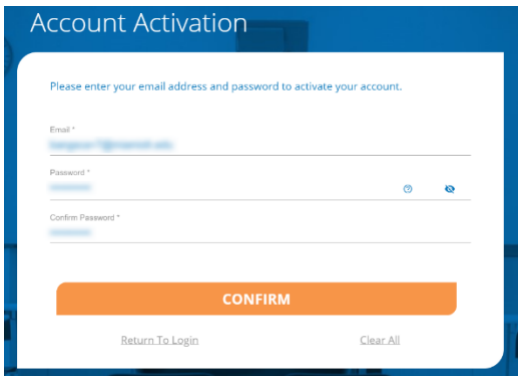
- 2) Enter in the email address associated with your account where indicated and click
- 
- The image shows two orange buttons. The top one says 'EMAIL ME' and the bottom one says 'TEXT/CALL'. They are separated by the word 'or'.



Email

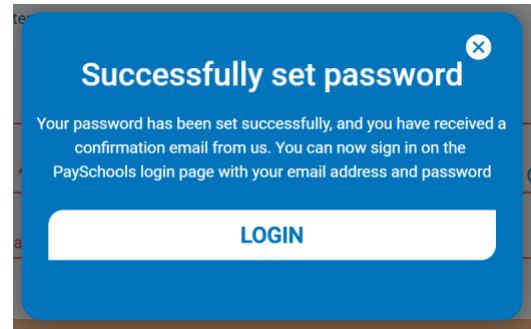
1) The **EMAIL ME** option will send you an email with a reset password link. Click the link and follow the instructions to reset your password when you reach the Account Activation page.

2) Click **CONFIRM** to submit your changes.



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.



Text

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

