

Table of Contents

Registering for PaySchools Central	2
Step 1: Register	3
Step 2: Confirmation Email	4
Step 3: Confirm Password	4
Step 4: Add Students.....	5
Step 5: Payment Method	6
Step 6: Notifications.....	6
PaySchools Central Dashboard	7
One-Time Lunch Payments	8
Notifications & Messages	9
Profiles for you, staff, & Student(s)	10
Payment Methods.....	11
Auto Replenishment	12
Digital ID.....	13
Pre-Order	14
Payment History.....	17
Reports.....	18
Meal Restrictions	19
Fee Payment	20
Reset Password.....	21

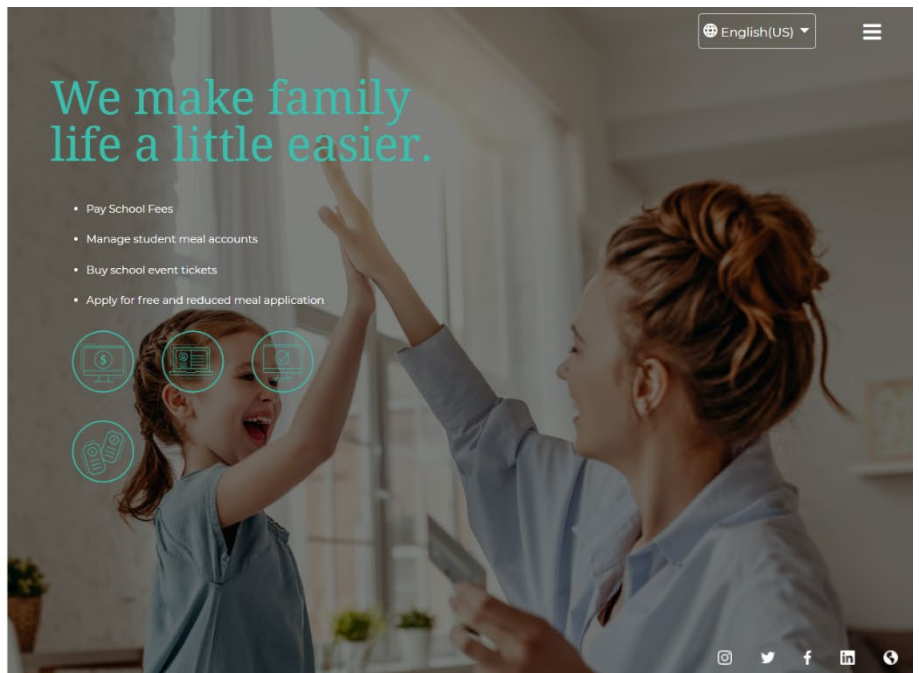
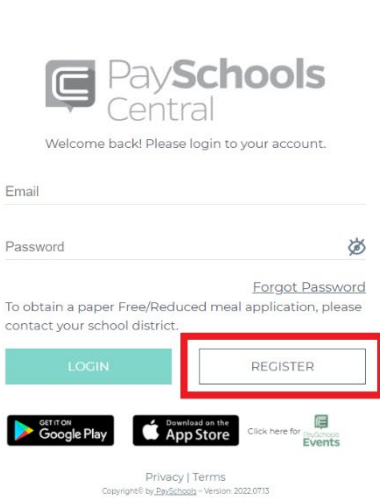
Registering for PaySchools Central

Registration is quick and easy; you will need student(s) ID number. For privacy purposes, PaySchools is 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



> 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

Register

- Register
- Students
- Payments
- Notifications

Language Preference *
English(US) ▼

Email *

First Name *

Last Name *

Address Line 1 *

Address Line 2

Postal Code * ?

City *

State * ▼

Country
United States of America ▼

Phone Number

Mobile Number

By checking this box, I agree to the terms of the PaySchools [User Agreement](#).

[REGISTER](#)

[Return To Login](#) [Clear All](#)

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

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



Welcome to PaySchools Central.

Hi

To confirm your account and set your password, please follow [this link](#).

This link is active for 30 minutes. If you do not complete your registration during this time period, please return to www.payschoolscentral.com and use the Forgot password link to request a new link for your account.

PaySchools.com allows you to fund your student's account safely and easily online. For more information about PaySchools.com, please visit PaySchools.com. And for further ease of access to your account, be sure to pick up the mobile app for your smartphone or table - you'll find links below.

If you did not mean to create a new account or feel you've received this email in error, [please contact us](#).

Thanks,
PaySchools.com Administrators



Step 3: Confirm Password

Enter email > create and confirm password > click Confirm

Account Activation

Please enter your email address and password to activate your account.

Email *

Password *

Confirm Password *

CONFIRM

[Return To Login](#)

[Clear All](#)

Successfully set password

Your password has been set successfully, and you have received a confirmation email from us. You can now sign in on the PaySchools login page with your email address and password

LOGIN



Step 4: Add Students

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

Secure Your Account

Register Students Payments Notifications

WE TAKE YOUR ACCOUNT SECURITY TO HEART.

If you contact our support desk for assistance, we'll ask you to answer security questions to confirm we're speaking with you.
Please select three questions and provide answers at least two characters long.

Security Question 1

Select Question *

Your Answer *

Security Question 2

Select Question *

Your Answer *

Security Question 3

Select Question *

Your Answer *

SECURE

[Return To Login](#)

Add Student or Staff

Register Students Payments Notifications

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 *

District *

Student Id *

First Name *

Last Name *

Relationship to Student/Staff *

[Clear All](#)

ADD STUDENT / STAFF

SKIP

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 ● ✕</p> <p>STUDENT ID: 354173 DISTRICT NAME: Anywhere USA</p> <p>SCHOOL NAME: High School GRADE: 11</p> <p>RELATIONSHIP: Non-Guardian <input type="text"/></p>	<p>Dolly Parton ● ✕</p> <p>STUDENT ID: 9957694873 DISTRICT NAME: Anywhere USA</p> <p>SCHOOL NAME: Early Learning Center99 GRADE:</p> <p>RELATIONSHIP: Self <input type="text"/></p>
---	--

ADD STUDENT / STAFF

[Return To Dashboard](#)

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.

Dashboard

All Students Adam Elizabeth SMITH Brook

Meal

Name	Cafeteria Balance	Add Funds
Adam Elizabeth SMITH	\$0.50	
Brooke Rebecca Smith	\$7.50	

Fees

All Fees
All Fees

Search

Fees

Optional

Dashboard

Notifications

- Messages
- Notifications

Account

- Your Profile
- Secure Account
- Your Students
- Payment Methods
- Auto Replenishment
- Digital ID
- Preorder Meals

History

- Payment History
- Reports

School District

- Free/Reduced Meal Application
- Share Benefits with other Departments
- View Completed Application
- School Events

Information

- Help
- Privacy
- Terms and Conditions


Logout

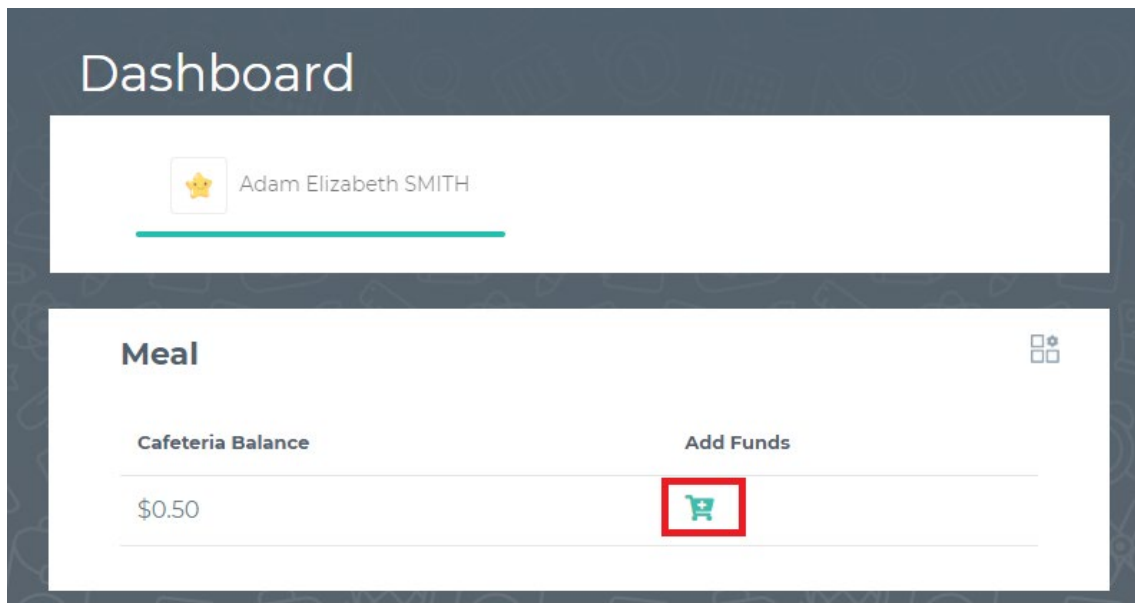
Version: 2022.08.31

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.

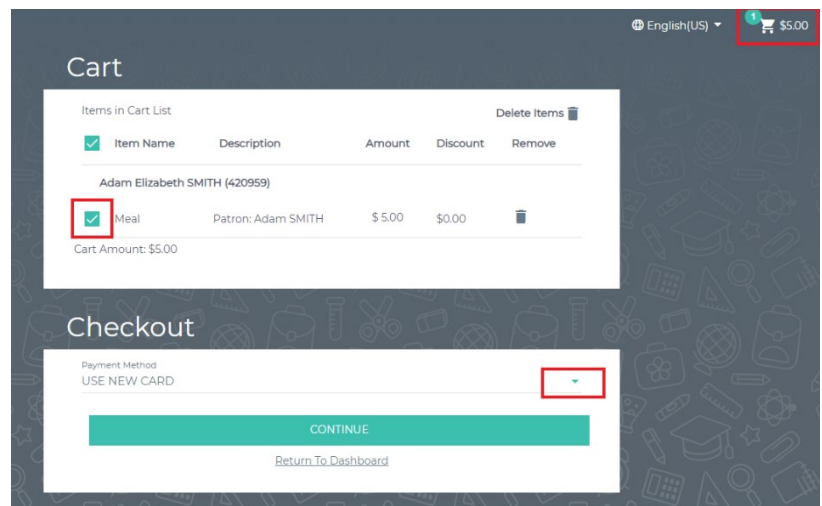
One-Time Lunch Payments

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

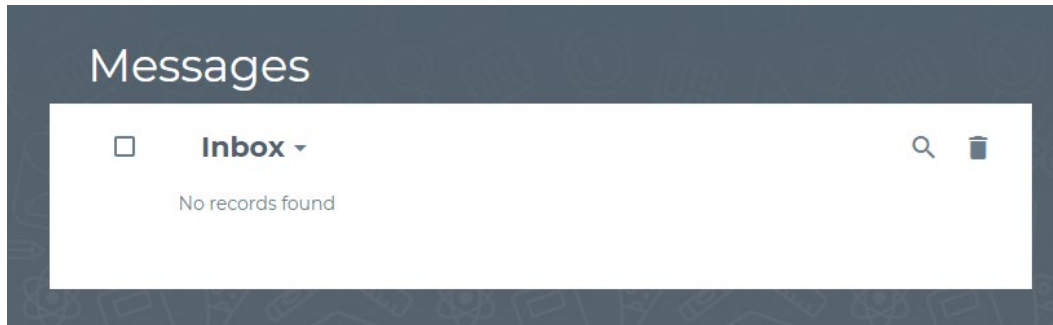


- ✓ Click on the shopping cart, upper right corner
- ✓ Check items to purchase
- ✓ Add new or existing card
- ✓ Click Continue



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.

 A screenshot of the "Notifications" settings screen. It is divided into four sections: Meal Account, Fees, Fund Account, and Monthly Statement. Each section has a title, a sub-header "Instructions" with an information icon, and several notification options with toggle switches.

Section	Notification Type	Toggle Status
Meal Account	Low Meal Balance	On (Green)
	Balance Reminder	Off (Grey)
Fees	Fee Due	Off (Grey)
	Upcoming Payment	Off (Grey)
	Overdue Fee	Off (Grey)
Fund Account	Low Fund Balance	Off (Grey)
	Balance Reminder	Off (Grey)
Monthly Statement	Monthly Statement	On (Green)

Profiles for you, staff, & Student(s)

If you need to update your profile information or security questions

Account

 [Your Profile](#)

 [Secure Account](#)

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.

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.

<div style="display: flex; justify-content: space-between; align-items: center;"> Adam SMITH ● ✕ </div> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 50%;">STUDENT ID</td> <td style="width: 50%;">DISTRICT NAME</td> </tr> <tr> <td>420959</td> <td>Anywhere USA</td> </tr> <tr> <td>SCHOOL NAME</td> <td>GRADE</td> </tr> <tr> <td>Middle School</td> <td>7</td> </tr> <tr> <td>RELATIONSHIP</td> <td></td> </tr> <tr> <td>Non-Guardian</td> <td>▼</td> </tr> </tbody> </table>	STUDENT ID	DISTRICT NAME	420959	Anywhere USA	SCHOOL NAME	GRADE	Middle School	7	RELATIONSHIP		Non-Guardian	▼	<div style="display: flex; justify-content: space-between; align-items: center;"> Brooke Smith ● ✕ </div> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 50%;">STUDENT ID</td> <td style="width: 50%;">DISTRICT NAME</td> </tr> <tr> <td>420708</td> <td>Anywhere USA</td> </tr> <tr> <td>SCHOOL NAME</td> <td>GRADE</td> </tr> <tr> <td>East Elementary</td> <td>1</td> </tr> <tr> <td>RELATIONSHIP</td> <td></td> </tr> <tr> <td>Non-Guardian</td> <td>▼</td> </tr> </tbody> </table>	STUDENT ID	DISTRICT NAME	420708	Anywhere USA	SCHOOL NAME	GRADE	East Elementary	1	RELATIONSHIP		Non-Guardian	▼
STUDENT ID	DISTRICT NAME																								
420959	Anywhere USA																								
SCHOOL NAME	GRADE																								
Middle School	7																								
RELATIONSHIP																									
Non-Guardian	▼																								
STUDENT ID	DISTRICT NAME																								
420708	Anywhere USA																								
SCHOOL NAME	GRADE																								
East Elementary	1																								
RELATIONSHIP																									
Non-Guardian	▼																								

ADD STUDENT / STAFF

[Return To Dashboard](#)

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

Add Payment Method

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

Select Payment Type *

[Clear All](#)

CANCEL

[Return To Dashboard](#)

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

View Payment Method

THANK YOU!

Thank you for adding your payment method(s).
Please review the list below and make any additional changes, if needed, to remove or add payment methods.

Default Payment Method

VISA

Nick Name
Work

Exp
03/25




ADD PAYMENT METHOD


[Return To Dashboard](#)

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

Auto Replenishment

←  All Students
 Adam Elizabeth SMITH
 Brook →

Instructions 

Meal Account ▼

Adam SMITH

Account Balance* \$0.5

Amount to Add* \$10

Payment Method* Work ▼

Balance Level* \$5 ▼

Stop Payments After* 📅

SAVE

Brooke Smith

Account Balance* \$7.5

Amount to Add* \$10

Payment Method* Work ▼

Balance Level* \$5 ▼

Stop Payments After* 📅

SAVE

VIEW ALL HISTORY

TURN OFF ALL AUTO-REPLENISHMENT

[Return To Dashboard](#)

Digital ID

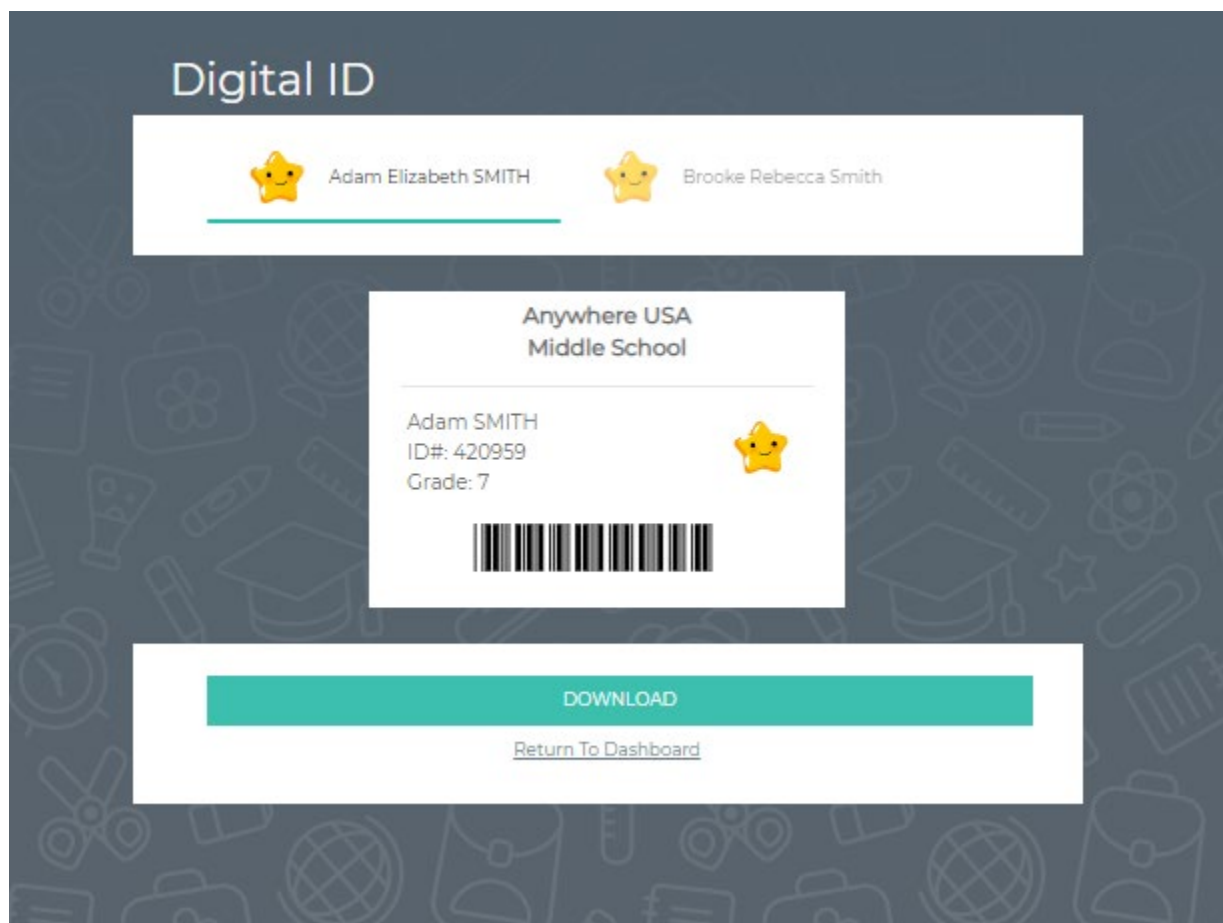
PaySchools Central now offers a digital copy of your student's ID card. This can be accessed directly from your PaySchools Central account that can be scanned directly from your mobile device

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.

The screenshot displays the PaySchools dashboard interface. At the top right, it shows 'English(US)' and a shopping cart icon with '\$0.00'. The main content area is titled 'Dashboard' and includes a user profile for 'Adam Elizabeth SMITH'. Below this is a 'Meal' section with a 'Cafeteria Balance' of '\$0.50' and an 'Add Funds' button. On the right side, there is a vertical navigation menu with categories: 'Dashboard', 'Notifications' (Messages, Notifications), 'Account' (Your Profile, Secure Account, Your Students, Payment Methods, Auto Replenishment, Digital ID, Preorder Meals), and 'History' (Payment History, Reports). The 'Preorder Meals' option is highlighted with a red rectangular box.

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.

Cart

Items in Cart List Delete Items

<input type="checkbox"/>	Item Name	Description	Amount	Discount	Remove
Justin Quan Chi Adkins (420342)					
<input type="checkbox"/>	Preorder Meal	Patron: Justin Adkins	\$ 3.00	\$0.00	
		<input type="checkbox"/> Apply Cafeteria Balance: \$ 48.76			

Cart Amount: \$3.00

Totals

Sub Total	\$3.00
Internet Convenience Fee: ⓘ	\$1.95
Total Amount Due	\$4.95

By Checking this checkbox, I agree to the terms and conditions.

Credit Card Processing terms and conditions : v

MAKE PAYMENT

Checkout

Payment Method
Discover v

CONTINUE

[Return To Dashboard](#)

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.

Success

Thank you for your payment of \$3.00. A copy of your receipt has been emailed to you.

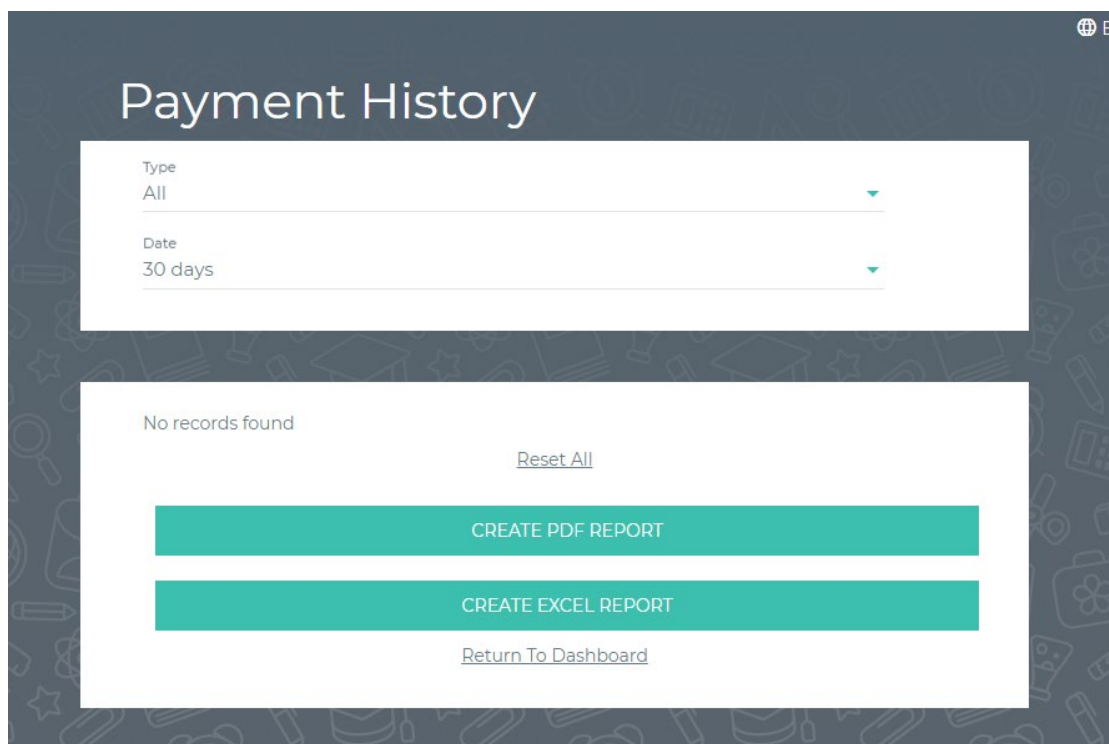
PRINT RECEIPT

RETURN TO DASHBOARD

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.

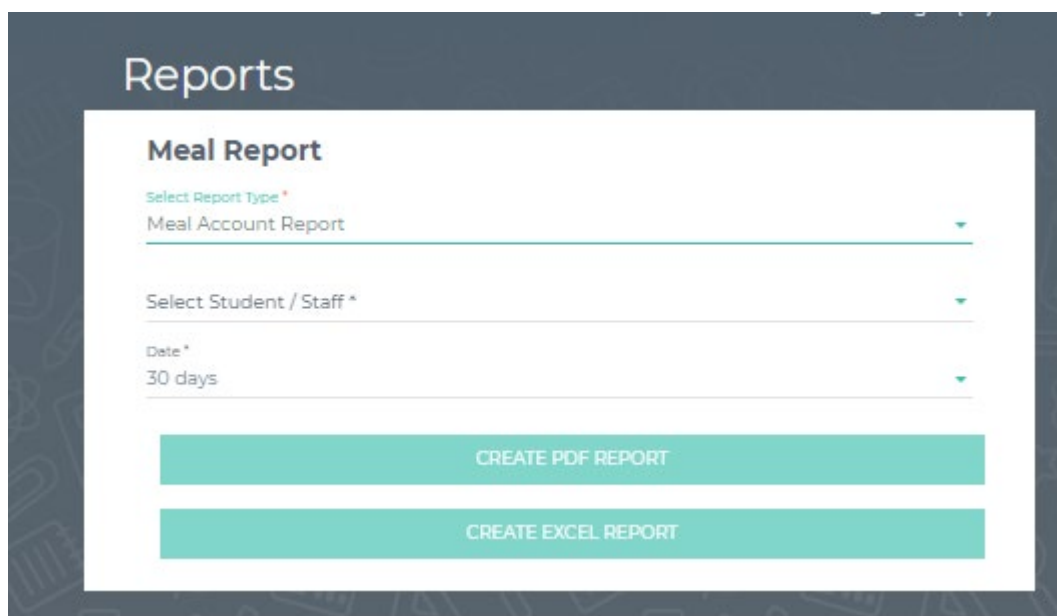
Reports

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.



The screenshot shows a web interface titled "Reports". Underneath, there is a section for "Meal Report". It contains three dropdown menus: "Select Report Type" (with "Meal Account Report" selected), "Select Student / Staff", and "Date" (with "30 days" selected). Below these are two large teal buttons: "CREATE PDF REPORT" and "CREATE EXCEL REPORT".

Report created ✕

SEND EMAIL

DOWNLOAD NOW

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.

Dashboard

All Students Adam Elizabeth SMITH Brooke

Meal

Name	Cafeteria Balance
Adam Elizabeth SMITH	\$0.50
Brooke Rebecca Smith	\$7.50

Manage Auto Replenishment
View Meal History
Meal Restrictions

Fees

All Fees
All Fees

Search

Fees

Optional

Fund

Name	Account Name	Balance	Add Funds
Adam SMITH	NEST Account	\$0.00	
Brooke Smith	NEST Account	\$0.00	

Meal Restrictions

Select Student / Staff
Adam Elizabeth SMITH

Instructions

LIMITS

Daily Spending Limit
\$ Enter Amount to Add

No A La Carte

No Breakfast

No Second Meal

RESTRICTIONS

Please choose the groups and items you want to restrict your student from purchasing.
Reminder: Only the selected items are restricted.

GROUPS

ITEMS

Search For An Item

No matching results found

SAVE

[Return To Dashboard](#)

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 your 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

Fees

All Fees

Search

Fee Name	End Date	Amount Due	Student	Action
HS spirit yard sign	10/28/22	\$10.00	Adam Elizabeth SMITH	 
Fee Type		Optional Fee		
AVON EAST - FIELD TRIP FEES	12/31/22	\$0.00	Brooke Rebecca Smith	 
Fee Type		Optional Fee		
HS spirit yard sign	10/28/22	\$10.00	Brooke Rebecca Smith	 
Fee Type		Optional Fee		
Eagles NEST Before & After Care Week Of 5/27/2018	06/30/18	\$10.00	Brooke Rebecca Smith	 

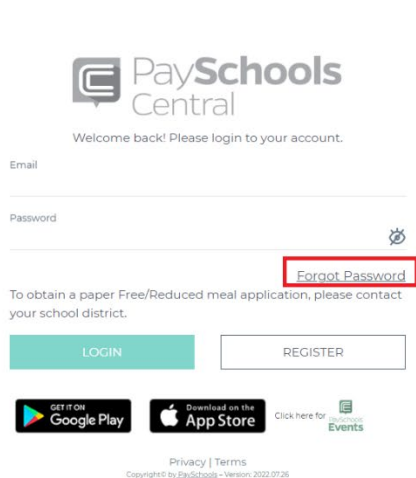
Fee Name	End Date	Amount Due	Student	Action
22-23 Tuition Fee	10/07/22	\$0.00	Brooke Rebecca Smith	 
Fee Type		Optional Fee		

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.

Reset Password


Step 1

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



PaySchools Central
Welcome back! Please login to your account.



Email

Password 

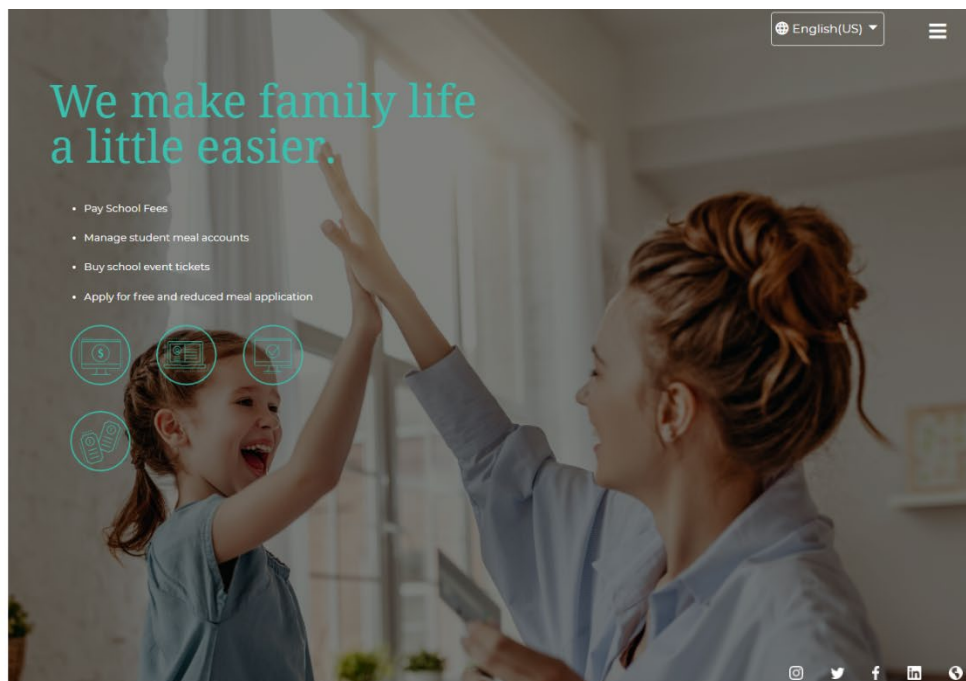
[Forgot Password](#)

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

[LOGIN](#) [REGISTER](#)

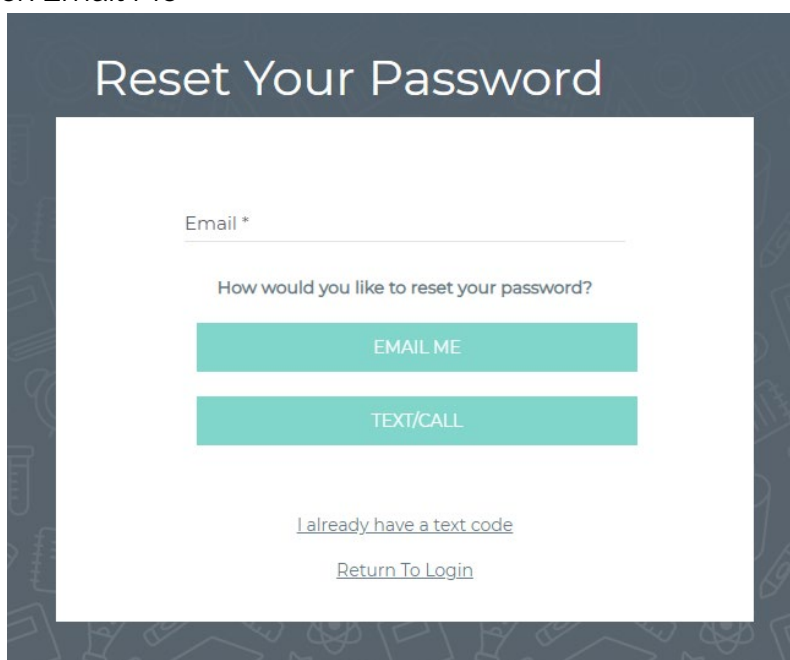


[Click here for Download Events](#)

[Privacy](#) | [Terms](#)
Copyright © by PaySchools - Version: 2022.07.26



Step 2- Email Method

Enter email > click Email Me



Reset Your Password

Email *

How would you like to reset your password?

[EMAIL ME](#)

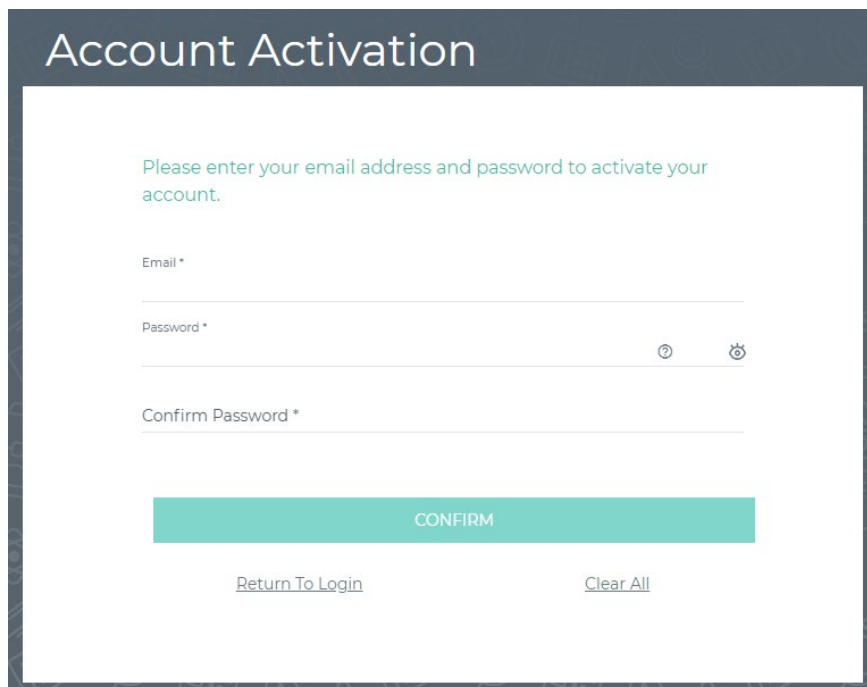
[TEXT/CALL](#)

[I already have a text code](#)

[Return To Login](#)

Step 3

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



Account Activation

Please enter your email address and password to activate your account.

Email *

Password *

Confirm Password *

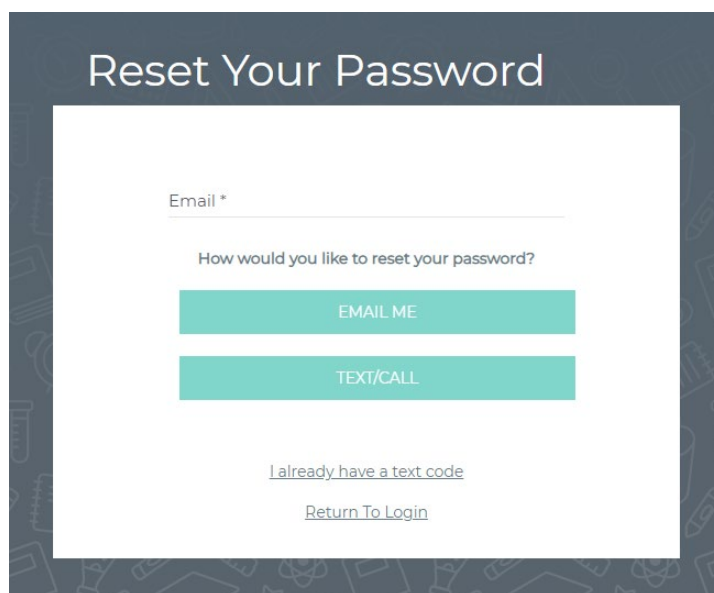
CONFIRM

[Return To Login](#) [Clear All](#)

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



Reset Your Password

Email *

How would you like to reset your password?

EMAIL ME

TEXT/CALL

[I already have a text code](#)

[Return To Login](#)

Step 5

Enter code > email > enter new password > confirm password > click Confirm

Create A New Password

PLEASE NOTE

If you included your mobile number during registration, you will receive a text message which is active for 5 minutes. If you do not use this code immediately, you will also get a phone call providing you the access code.

Verification Code *

Email *

Password * ? 👁

Confirm Password *

CONFIRM

[Return To Login](#)

Please do not hesitate to contact the PaySchools Support Staff for assistance.
1-800-669-0792, support@payschools.com