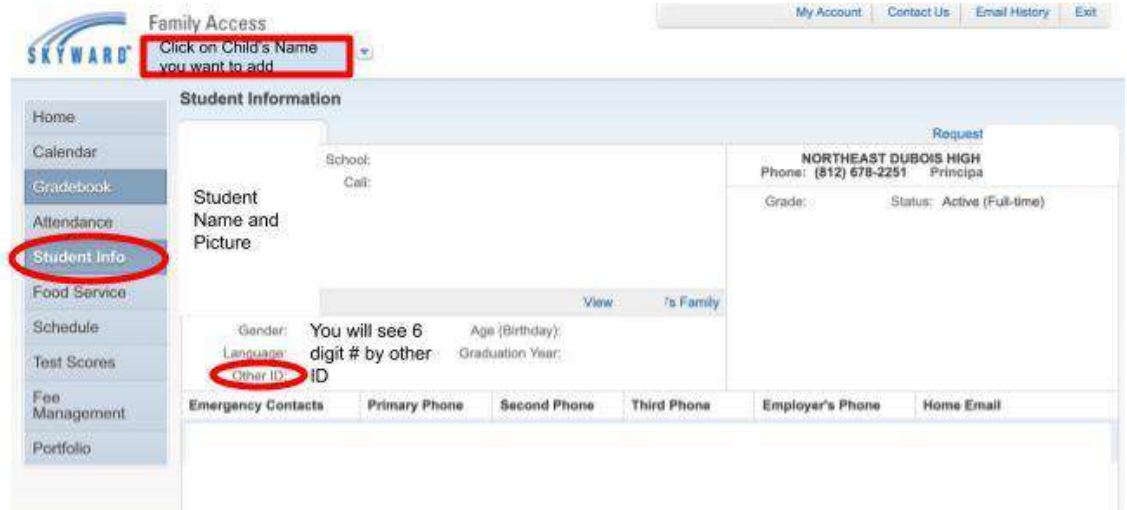


EFS Funds Tutorial (Creating your new account for online bill pay)

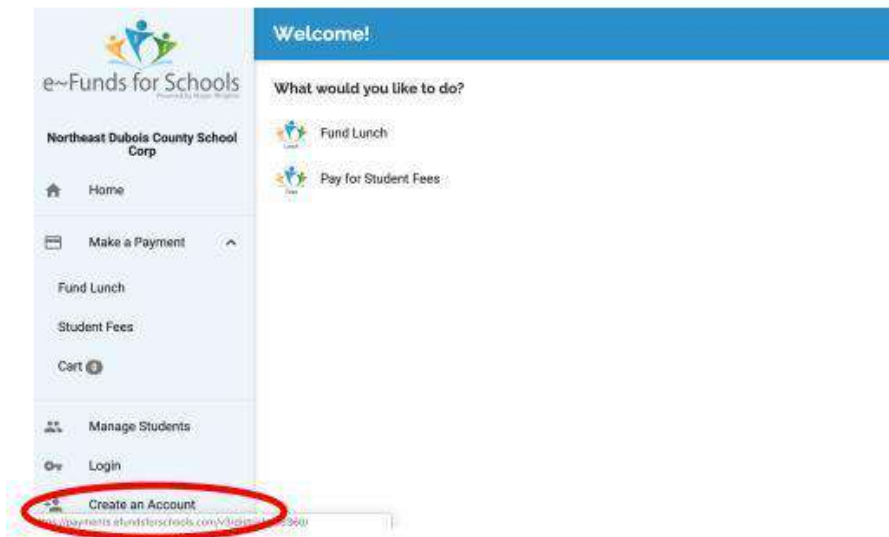
1. Before you begin with the e~funds website you will need your child's Other ID (other ID can be located on **family access in skyward** see picture below) in order to complete the Account Creation. If you can't locate this 6 digit number please contact your school and they will get you the number.
 - A. Login into skyward family access click on the child you want to add (if you have more than 1 child I would recommend writing down all the Other ID numbers so you don't have to come back to this screen)
 - B. On the left of your screen click on student info
 - C. At the top of the screen click on the child you are wanting to add to your family
 - D. Look at the other ID and write down the six digit number



2. Go to the website <https://payments.efundsforschools.com/v3/districts/56360>
Shortcut is also on the footer of the school website with the skywar shortcut



3. Click on Create an Account you will need your child's Other ID



4. Fill out the information below you can create any username and password that you would like. This is your account not you child's so use your name and email information. Then click on Create Account

A screenshot of the 'Create an Account' form. The form has a blue header with the title 'Create an Account'. Below the header, there are two columns of input fields. The left column contains 'Username *', 'Password *', and 'Re-enter Password *'. The right column contains 'First Name *', 'Last Name *', 'Email *', 'Phone', and 'Billing Address'. At the bottom left, there is a note '* Indicates required field' and a 'CREATE ACCOUNT' button.

5. You will then get the following popup, click on add students

There are currently no students attached to your account.

ADD STUDENTS

5. On the right of the screen you will add your student's last name and the 6 digit other ID # that you wrote down earlier from skyward. Click on Add Student then your child's information will appear on the left side of the screen. Continue to add students here until all have been added. If you get out of the system before adding all your students you can go to step 6 to add more otherwise you can skip to step 7.

Manage Students

Students

You have added the following students:

Once you click add student your child's information will show up in this box click continue on home

CONTINUE ON HOME

Add Students

Look up your students by their last name and either their student number or family number:

Last Name *

Type Last Name

Student or Family Number *

Type Student ID Number

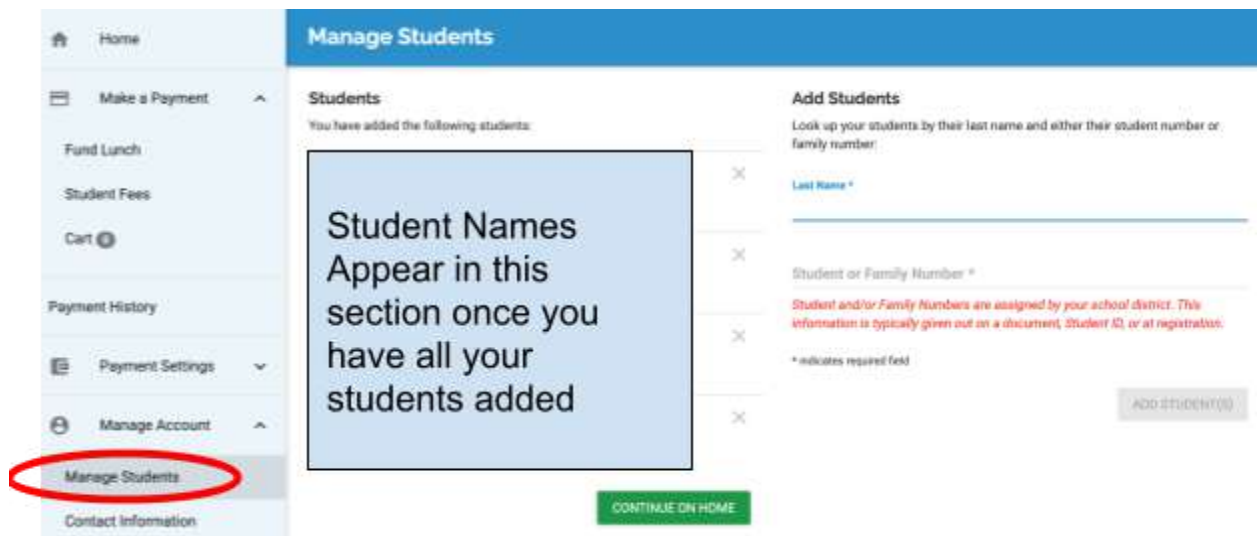
Student and/or Family Numbers are assigned by your school district. This information is typically given out on a document, Student ID, or at registration.

* indicates required field

ADD STUDENT(S)

6. To add another student go back to home and click on Manage Students continue to add all of your students and they will be displayed below when completed. Once all the

students are added you will have access to make payments.



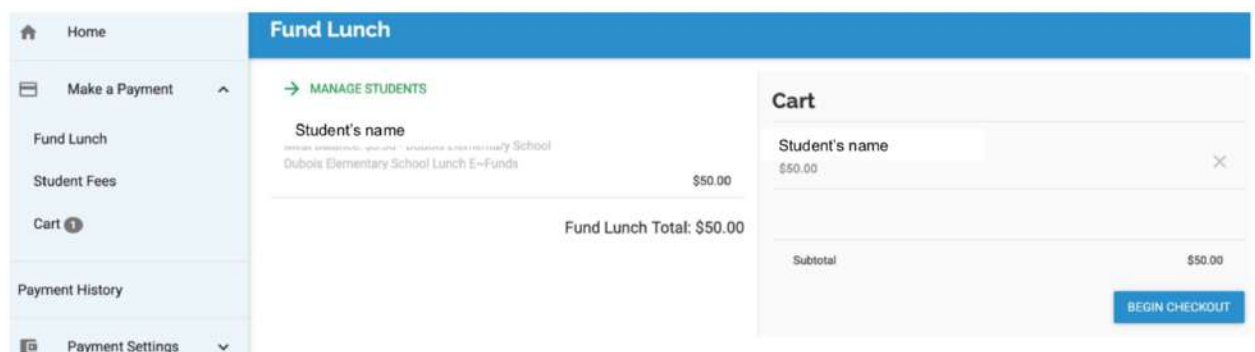
7. Once you have your accounts created they will be good as long as your child is a student here at Northeast Dubois. We strongly recommend that you write down the username and password that you created.

8. **Fund Lunch**--This section allows you to put money into your child's lunch account you can add whatever amount you would like to the account this is real time, so it talks to skyward immediately and will be available for lunch. You can add different amounts to each child and do one checkout online.

- A. Click on Fund Lunch
- B. If you have multiple students you will see all of them click on the student's name that you would like to add lunch money



- C. Type in the amount you would like to add to your student's account and click add to cart your image should look like below



- D. You can either add more student lunches or add student fees or click on begin checkout
- E. Once you click on checkout you will add your credit card or bank draft information
Please note that convenience fees are applied to your account. For a bank draft you have a \$1.00 transaction fee (note it doesn't matter the amount of money this is per transaction) Credit Card fees are determined by the amount being charged for every \$100 you will be charged \$2.65 (so if your bill is \$102.34 you would be charged a fee of \$5.30)
- F. Please note that you are always welcome to drop checks off at the school and not have any fees added

Student Fee

This section allows you to pay on your child's book bill again you can add multiple children and lunch account transactions all in one shopping cart.

- A. Click on Student Fee
- B. Pick the child you would like to see the book bill
- C. You will see an image like below you can either add individual amounts or add all fees to your checkout

Supplementals	
HOMEROOM 3	Due Date: 2019-08-07 Amount Due: \$81.17 Min: \$81.17
Textbook	
LANGUAGE ARTS 3	Due Date: 2019-08-07 Amount Due: \$20.94 Min: \$20.94
MATH 3	Due Date: 2019-08-07 Amount Due: \$24.56 Min: \$24.56
Workbook	
SCIENCE 3	Due Date: 2019-08-07 Amount Due: \$5.74 Min: \$5.74
SOCIAL STUDIES 3	Due Date: 2019-08-07 Amount Due: \$7.65 Min: \$7.65

ADD ALL FEES
Student Fee Total: \$140.06

- D. You can then add more student fees or lunch fees to your cart and then check out
- E. All payments sync with our skyward account and will show in your family access account

Optional Fees

Please note that optional fees can be added at anytime during the school year for example currently high school students have an optional fee of \$50 for the school yearbook.

Transactions Fees

- credit card transaction you are charged a convenience fee \$2.65 per \$100
- Banking account transactions have a convenience fee of \$1.00 per transaction

Low Meal Balance Notification

- You must first go to Manage Account then Notification Settings Turn on Payment and Low Meal Balance if you want to use the auto refill of your lunch account
- Then go to Low Meal Balance turn on and put in your low balance amount that you would like it auto replenish and then put the amount you would like it to automatically put in
- Note if you turn this setting on convenience fees do apply and beware at the end of the school year you may want to turn off or it will replenish your kids lunch account with the amount especially important for seniors.

Recurring Payments

- Note these can be setup anytime but convenience fees will apply with each transaction