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

- Before you begin with the e~funds website you will need your child's Other ID (other ID can be located on <u>family access in skyward</u> 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

					Request	
	School:			NORTHEAST DUBOIS HIGH Phone: (812) 678-2251 Principa		
Student	Cail:			STATES AND A STATE STATES AND A STATES		
					CONTRACTOR (CONTRACTOR (CONTRACTOR)	
Picture						
		View	7s Family			
Gender:	You will see 6 A	je (Birthday):				
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2. Go to the website <u>https://payments.efundsforschools.com/v3/districts/56360</u> Shortcut is also on the footer of the school website with the skywar shortcut

Northeast Dubois	LINKS & RESOURCES	Skyward EFunds	Calendar — Faculty & Staff Directory	Eugene's Canteen
County School Corporation	f 🗖			
5379 E Main St. Dubois, IN 47527 (<u>812) 678-2781</u>	Northeast Dubois - A Com	munity Inspiring Tomorrov	w's Minds Today!	

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

***	Welcome!
~Funds for Schools	What would you like to do?
Northeast Dubois County School Corp	Tund Lunch
🕈 Home	Pay for Student Fees
🗄 Make a Payment 🥎	
Fund Lunch	
Student Fees	
Cart 🔕	
3. Manage Students	
av Login	

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

Create an Account	
Usemame *	First Name *
Password *	Last Name *
Re-enter Password *	Email *
	Phone
	Billing Address
* indicates required field	

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

There are	e currently no	students attac	hed to your ac	count.
				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.

udents	Add Students
have added the following students:	Look up your students by their last name and either their student number of family number:
Drice you click add student your child's nformation will show up in this box click continue on home	× Lest Name - Type Last Name
CONTINUE ON	HOME 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

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

ft Home	Manage Students	
Make a Payment Fund Lunch	Students You have added the following students:	Add Students Look up your students by their last name and either their student number family number
Student Fees	Student Names	Last Rame *
Payment History	Appear in this section once you	Studient or Family Number * Studient and/or Family Numbers are assigned by your actival district. This information is typically given out on a discurrent, disclerer fill, or at registratio
Payment Settings	 have all your students added 	* millioates required feed
Manage Account	siddenis added	× AD0.0000
Manage Students		
Contact Information	00	NTINJE ON HOME

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

A Home	Fund Lunch	
Make a Payment Make a Payment Fund Lunch	MANAGE STUDENTS Student's Name Mentionenet 10.40- Success Florinertary School Dubois Elementary School Lunch E-Funds	Cart
Student Fees	Fund Lunch Total: \$0.00	Subtotal \$90.00 BEGIN CHECKOUT

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

ft Home		Fund Lunch		
Make a Payment	^	→ MANAGE STUDENTS	Cart	
Fund Lunch Student Fees		Student's name Instantia second and a second secon	Student's name \$50.00	×
Cart 🚺		Fund Lunch Total: \$50.00		
Payment History			Subtotal	850.00 BEGIN CHECKOUT
Payment Settings	~			

- 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: \$81.1
Textbook		
LANGUAGE ARTS 3		
	Due Date: 2019-08-07 Amount Due: \$20.94	Min: \$20.9-
MATH 3		
	Due Date: 2019-08-07 Amount Due: \$24.56	Min: \$24.5
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: \$7.6
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