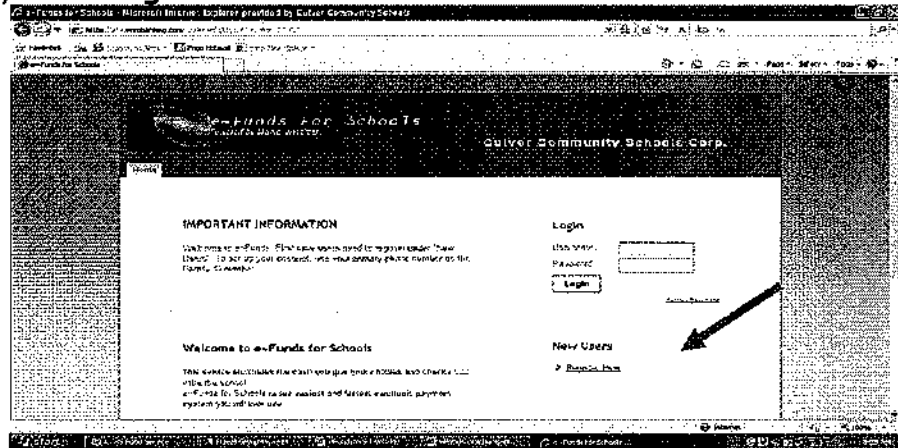


## *e~Funds for Schools – Instructions for New Users*

Go to the e~Funds tab on the school web site.

In the **New Users** section, select **Register Here**.



### **Step 1: Complete account information.**

Please make a note of your User Name and Password; this information will be used when logging into the *e~Funds for School* site in the future.

This should be the parent's information. Once all the required fields have been filled in, click **Continue**.

When you provide your email address, an email notification will be sent to you with the following information each time a payment is processed: child's name, purpose of the payment, and amount of the item.

A screenshot of the 'Account Information' form, labeled 'Step 1'. The form contains the following fields: 'Create New User Name:', 'Password:', 'Retype Password:', 'First Name:', 'Last Name:', 'Primary Email:', 'Alternate Email:', and 'Phone Number'. Below the fields is a note: 'Please note: fields in bold are required.' The 'Continue' button is at the bottom right.

### **Step 2: Add students to your account by Family Number or Student Number.**

Multiple students can be added to your account by using Family Number (which is the home phone number we have on file for you).

Single students can be added to your account by using Student Number.

- **To add students by Family Number:**

- ✓ Select **Family Number** from the drop-down.
- ✓ Enter your home phone number (or primary phone number) in the following format: 574-555-5555 (use area code and dashes).
- ✓ Click **Add**.
- ✓ If there are any students listed that you do not want added to your account, select them and **Remove**.
- ✓ If there are other students that you want to add to your account, complete the **Add a Student** section.
- ✓ When ready, click **Continue**.

A screenshot of the 'Student Information' form, labeled 'Step 2'. The form has a title 'Student Information' and a subtitle 'Use the field below to add students'. It contains a section titled 'Add a Student' with a 'Family Number' dropdown menu, a text input field containing '317-656-6655', and an 'Add' button. Below this is a note: 'Choose "Family Number" or "Student Number" then enter the appropriate number in the box and click Add to list students to your account. If you do not remember your student number or family number, please contact your school's office directly.' At the bottom, there is a checkbox labeled 'Check here if making payment(s) for yourself' and a 'Continue' button.

## e~Funds for Schools – Instructions for New Users

- To add students by **Student Number**:
  - ✓ Select **Student Number** from the drop-down.
  - ✓ Enter your child's student number in the following format: 123456789 (This will always be a 9-digit number and can be located on your child's report card).
  - ✓ Click **Add**.
  - ✓ If there are any students listed that you do not want added to your account, select them and **Remove**.
  - ✓ If there are other students that you want to add to your account, complete the **Add a Student** section.
  - ✓ When ready, click **Continue**.

**Student Information**

Use the field below to add students

Add a Student

Student Number (M) 123456789

Choose "Family Number" or "Student Number" then enter the appropriate number in the box and click Add to link students to your account.  
If you do not remember your student number or family number, please contact your school district office directly.

☐ Check here if making payment(s) for yourself

If you have a problem entering family or student numbers, please contact your child's school for assistance.

**Step 3:** Complete your payment information by entering either Checking Account information or Credit Card information.

- For checking, enter your account information and click **Continue**.
- For credit card, follow on-screen instructions, enter the registration confirmation code you receive, and click **Continue**.

**e~Funds For Schools**  
Powered by Sage Wagner

Chicago

Registration Information

**Checking Account** **Credit Card**

☒ New Account Type ☐ Existing Account

☐ New Routing Number

☐ New Account Number

Click here for a sample entry

Please note: All fields are required

**Credit Card** **Checking Account**

Registration for payment by credit card must be authorized through telephone telephone.

The registration by phone process is used for added security and the safe guarding of your credit card information. For your protection no credit card payment is processed at this website with Sage.

Do not continue at close your web browser until you have called the following toll-free number (800) 433-9926

When you call the toll free 800 number the voice will ask you for an ACCESS CODE. Please enter the following number including the 4 digit 20000582

You will also be prompted to enter a PIN number. Please use the following TEMPORARY Authentication PIN number 0765

The pre-recorded voice system will prompt you through a few questions and will provide you with a Registration confirmation code

Please note: Only Visa, Mastercard and Discover cards are accepted by the payment service

Enter your REGISTRATION CONFIRMATION code here

DO NOT continue or close your browser until you have entered the Registration Confirmation code in the box above, provided by the toll-free registration system

## ***e~Funds for Schools – Instructions for New Users***

**Step 4:** Read and select **Continue** to accept and proceed.

**Checking:** There will be a \$1.00 convenience fee added to each payment you make during the school year from your checking account.

**Credit Card:** There will be a \$2.49 convenience fee that is added to each payment you make during the school year on a credit card.

The above convenience fees are disclosed during each transaction. The transaction amount (including convenience fees) must be approved before the transaction is complete.

Non-sufficient funds (NSF) fees are set by *e~Funds for Schools*. NSF fees are currently \$15.00 but are subject to change so please read this information carefully before continuing.

**Confirmation:** Please read the Terms of Service and Privacy Policy; click **Submit** to agree and finalize your setup.

To make a payment, click **Go to Login**.

**Important Note:** Cafeteria payments made by 8:30 a.m. will be posted to your child's account by lunch of the same day.

**Login Screen:** To make a payment, enter the Username and Password you created in **Step 1** above; click **Login**.

