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Registering for PaySchools Central

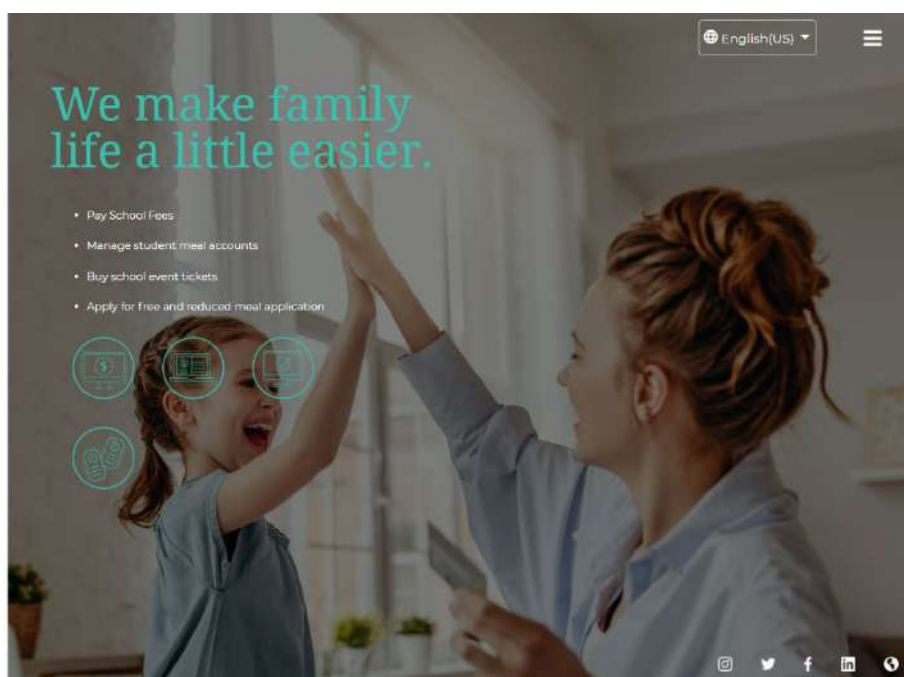
Registration is quick and easy; you will need student(s) ID number. For privacy purposes, PaySchools is unable to give out student information. Please contact your school if you need to validate.

Set up an account at <https://payschoolscentral.com> OR Download the APP



> click REGISTER

The image shows the PaySchools Central login and registration page. At the top, the logo "PaySchools Central" is displayed. Below it, a message says "Welcome back! Please login to your account:". There are input fields for "Email" and "Password". A "Forgot Password" link is next to the password field. Below the fields are "LOGIN" and "REGISTER" buttons. The "REGISTER" button is highlighted with a red rectangle. At the bottom, there are links for "GET IT ON Google Play", "Download on the App Store", and "Click here for School Events". A footer contains "Privacy | Terms" and "Copyright © by i3 Education - Version 2022-07-01".



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](https://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</p> <p>DISTRICT NAME: Anywhere USA</p> <p>SCHOOL NAME: High School</p> <p>GRADE: 11</p> <p>RELATIONSHIP: Non-Guardian</p>	<p>Dolly Parton</p> <p>STUDENT ID: 9957694873</p> <p>DISTRICT NAME: Anywhere USA</p> <p>SCHOOL NAME: Early Learning Center99</p> <p>GRADE:</p> <p>RELATIONSHIP: Self</p>
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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

Congratulations

Setup is complete!

[GO TO 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

Navigation: All Students | Adam Elizabeth SMITH | Brooke Rebecca Smith

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

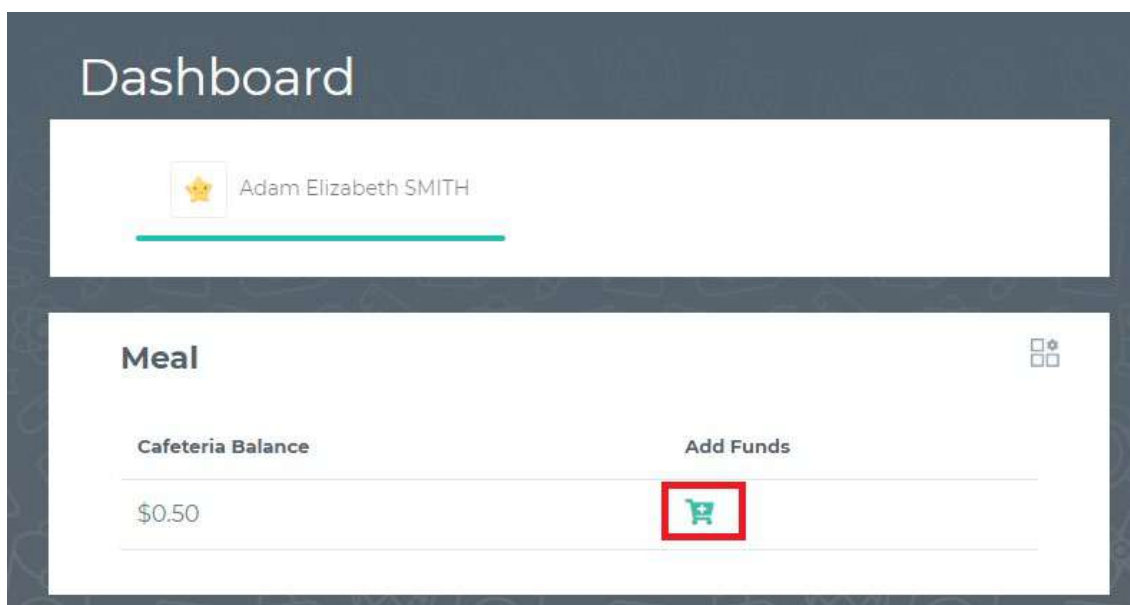
Version: 2022.08.31

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.

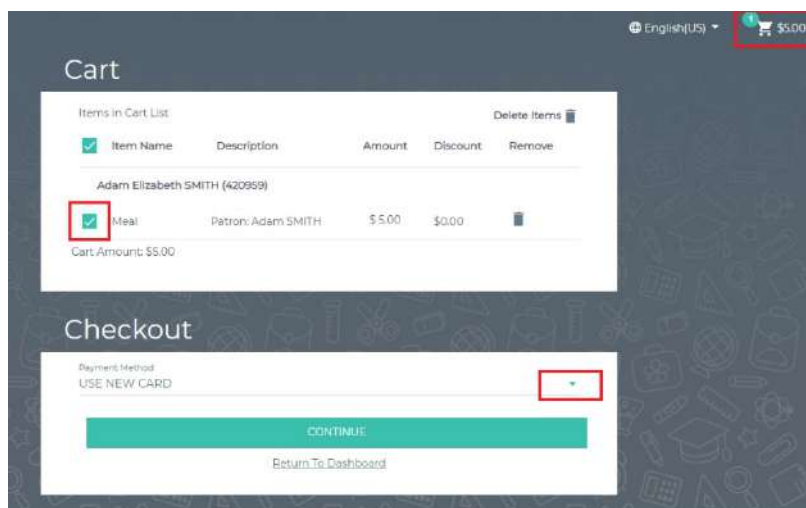
One-Time Lunch Payments

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

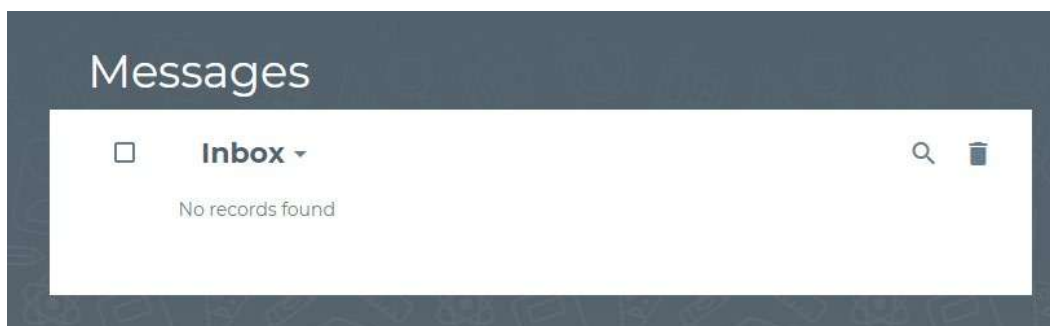


- ✓ Click on the shopping cart, upper right corner
- ✓ Check items to purchase
- ✓ Add new or existing card
- ✓ Click Continue



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.

Notifications

Meal Account Instructions ⓘ

Balance	Amount: \$ 5.00	Low Meal Balance	<input checked="" type="checkbox"/>
Day of Month	Select Day: Last Day	Balance Reminder	<input type="checkbox"/>

Fees Instructions ⓘ

Days Notice	Select Day: 1	Fee Due	<input type="checkbox"/>
Days Notice	Select Day: 1	Upcoming Payment	<input type="checkbox"/>
Days Overdue	Select Day: 1	Overdue Fee	<input type="checkbox"/>

Fund Account Instructions ⓘ

Balance	Amount: \$ 5.00	Low Fund Balance	<input type="checkbox"/>
Day of Month	Select Day: Last Day	Balance Reminder	<input type="checkbox"/>

Monthly Statement Instructions ⓘ

Day of Month	Select Day: Last Day	Monthly Statement	<input checked="" type="checkbox"/>
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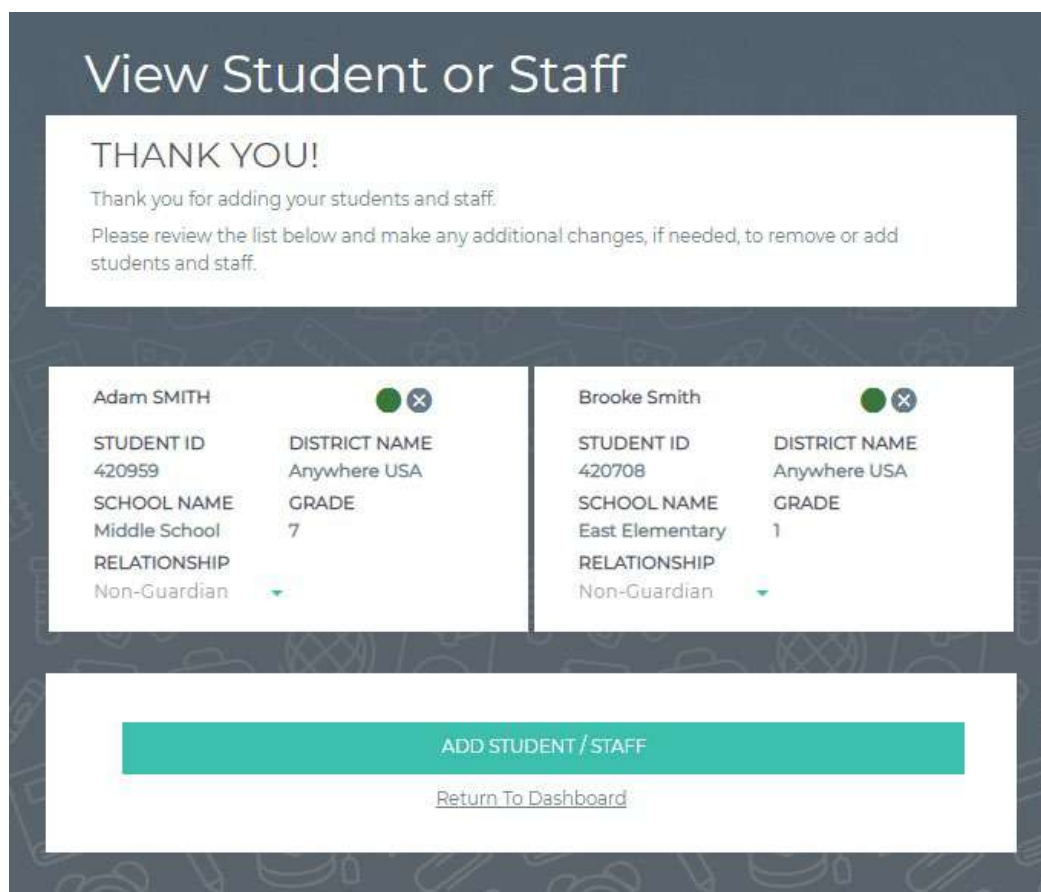
Profiles for you, staff, & Student(s)

If you need to update your profile information or security questions



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.



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
 Brooke

Meal Account
 Instructions ⓘ

Adam SMITH

Account Balance*	\$0.5	Balance Level*	\$5
Amount to Add*	\$10	Stop Payments After*	
Payment Method*	Work		

SAVE

Brooke Smith

Account Balance*	\$7.5	Balance Level*	\$5
Amount to Add*	\$10	Stop Payments After*	
Payment Method*	Work		

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



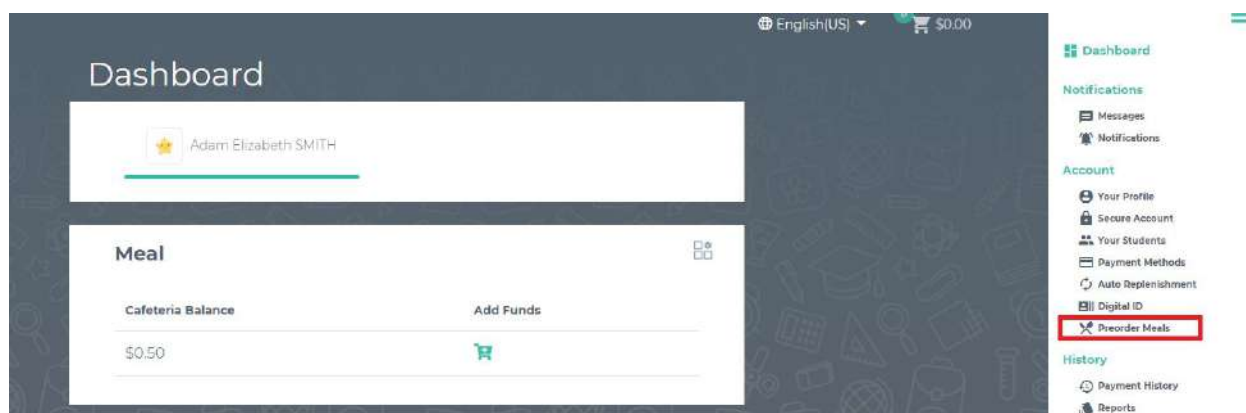
Note- This App allows you to select ID Card and scan in the cafeteria



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.



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

MyMealOrder

Select Language

Meals | My Account | My Orders | Documents | Help | Contact | Back to PaySchool Central

Welcome Demo UserOne (**SALES TEST HERE (Anywhere Demo))

Checkout

Print Calendar Menu

Week Month

Print Menu in Cart Print Purchased Menu

Justin Adkins
High School

Week of March 6, 2023

Mon, Mar 6	Tue, Mar 7	Wed, Mar 8	Thu, Mar 9	Fri, Mar 10
Egg & bacon breakfast sandwich meal Meal Details	Egg & bacon breakfast sandwich meal Meal Details	Egg & bacon breakfast sandwich meal Meal Details Remove from Cart	Egg & bacon breakfast sandwich meal Meal Details Add to Cart	Egg & bacon breakfast sandwich meal Meal Details Add to Cart
Breakfast Burrito meal Meal Details	Breakfast Burrito meal Meal Details	Breakfast Burrito meal Meal Details Remove from Cart	Breakfast Burrito meal Meal Details Add to Cart	Breakfast Burrito meal Meal Details Add to Cart
Burrito Bowl Lunch Meal Details	Burrito Bowl Lunch Meal Details	Burrito Bowl Lunch Meal Details Add to Cart	Burrito Bowl Lunch Meal Details Add to Cart	Burrito Bowl Lunch Meal Details Add to Cart

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

MyMealOrder

Select Language

Meals | My Account | My Orders | Documents | Help | Contact | Back to PaySchool Central

Welcome Demo UserOne (**SALES TEST HERE (Anywhere Demo))

Justin High School

Date	Description	Price	Delete
Wednesday March 8	Egg & bacon breakfast sandwich meal,	0.00	✕
Wednesday March 8	Breakfast Burrito meal,	3.00	✕
Subtotal:		\$3.00	

Order Total: \$3.00

Empty Cart **Place Order**

[Continue Shopping](#)

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

Checkout

Payment Method
Discover

CONTINUE

[Return To Dashboard](#)

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:

MAKE PAYMENT

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.

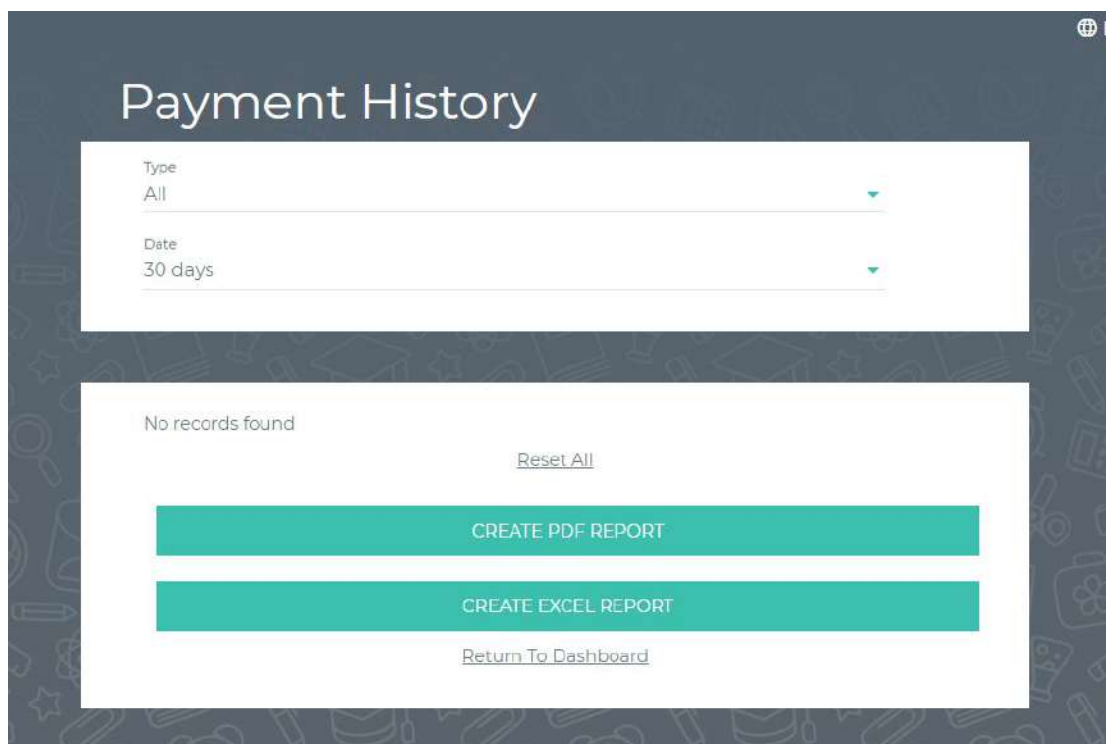
PRINT RECEIPT

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". Under the heading "Meal Report", there are three dropdown menus: "Select Report Type *" with "Meal Account Report" selected, "Select Student / Staff *" with a person icon, 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

Navigation: All Students | Adam Elizabeth SMITH | Brooke

Meal

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

Dropdown menu options: 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

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				

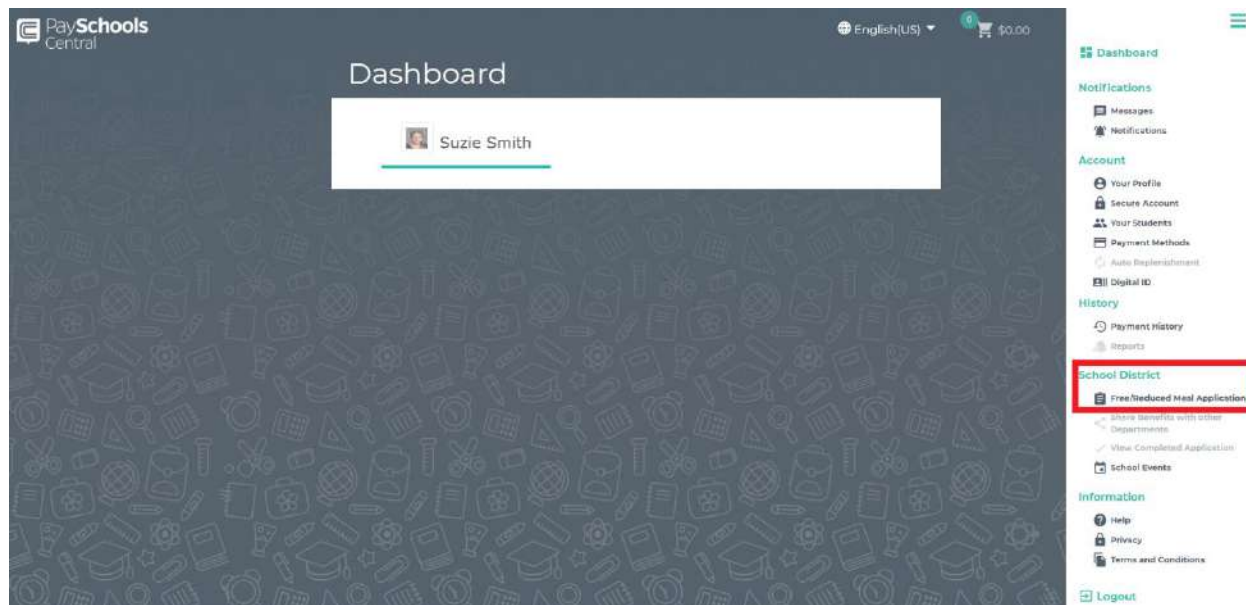
You may or may not have the ability to adjust the amount to pay. Your district determines whether you can pay in installments or not. If you have any questions about your fees, please contact your school directly.

Free & Reduced Application

Step 1-

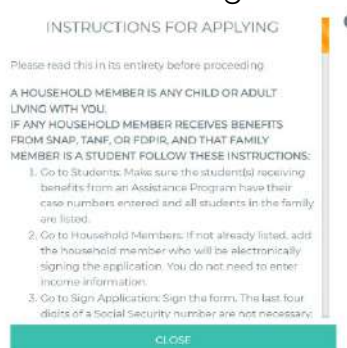
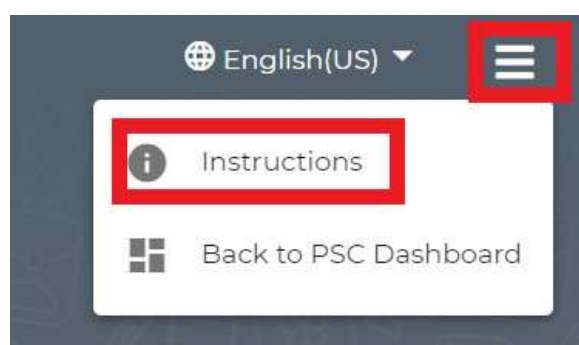
Once your account is set up in PaySchools Central, you can begin your Free/Reduced Application > Select Free/Reduced Meal Application from your dashboard.

- It is recommended to have your PaySchools Central Password & Income for all members of your household available for this process.



Step 2-

Instructions on how to complete an application is located to the right of the screen



Step 3-

Your contact information is pre-filled with your profile information > verify and/or alter changes needed > Select preferred contact method; districts use to send determination letter > Click continue

Contact Information

Contact
Students
Members
Sign
Disclosure

YOUR CONTACT INFORMATION

First Name *

Last Name *

Email ID ?

Address Line 1

Address Line 2

Zip Code

City

State

Phone Number

Mobile Number

PREFERRED CONTACT METHOD

EMAIL FOR INSTANT CONTACT

Email

If your school district reviews all applications, your preferred delivery method will be used to send your determination letter. Email delivery is preferred to get your response as quickly as possible.

CONTINUE

Step 4-

Return to Application allows you to complete an existing application.
Select **NEW APPLICATION** to begin an application for current school year

The screenshot shows a web interface titled "Application". At the top, there is a navigation bar with tabs: "Contact", "Students", "Members", "Sign", and "Disclosure". Below the navigation bar, a message says "Please Choose one of the following options". There are three teal buttons: "RETURN TO APPLICATION" (with subtext "Complete a prior Unsigned/Incomplete application"), "NEW APPLICATION" (with subtext "Begin a New Application for a Student/User"), and "BACK". At the bottom, there is a link: "Cancel and go to my PaySchools Central Dashboard".

Step 5-

Please read prompted message on how income should be entered. If no message appears- you will ONLY see the "Here's how eligibility is handled"

The screenshot shows a web interface titled "Before you begin". At the top, there is a navigation bar with tabs: "Contact", "Students", "Members", "Sign", and "Disclosure". Below the navigation bar, a section titled "HERE'S HOW ELIGIBILITY IS HANDLED" contains the following text: "We only need one application for all the children in your household. Eligibility for free or reduce price school meal benefits is based on any one of the following three things:" followed by a bulleted list:

- Your total household income and family size in the month the application is filled out, or the month before, or after
- Your child's individual status as foster, homeless, migrant or runaway, or
- Participation in an assistance program by any member of your household.

 Below the list, it says: "Your US citizenship or immigration status does not affect your eligibility for free and reduced-price benefits." At the bottom, there are two teal buttons: "CONTINUE" and "BACK". At the very bottom, there is a link: "Cancel and go to my PaySchools Central Dashboard".

Step 6-

Add/Verify Students > data from student(s) account will be shown > You can remove students by clicking the "x" > Click Add Student if additional students are in household > When complete, Start Application

- If **Direct Certification** says "YES", no application is needed from your district
 - If all your students in your household are DC, you will be directed to the disclosure options to allow or prohibit sharing of your meal status- information is typically used in waiving certain district fees.
 - If some, but not all students are DC, you can extend benefits to the other children by using the EXTEND TO ALL option and selecting those currently on your application > redirected for disclosure options
- Select **FOSTER CHILD** only for any students in your household- no income or additional information will be needed for student(s)

Verify Students

Contact Students Members Sign Disclosure

Suzie Smith

STUDENT ID: 99999 DISTRICT NAME: ABC Local Schools

GRADE: 8 SCHOOL NAME: ABC Middle School

DIRECT CERTIFICATION: No

Is this a Foster Child? ☒ YES

ADD STUDENTS

START APPLICATION

BACK

[Save and Go to my Payscale Central Dashboard](#)

ADD STUDENTS

OHIO

PLAIN LOCAL SCHOOLS

Select Grade

STUDENT ID

Your First Name

Your Last Name

ADD CANCEL

Step 7 -

Select Assistance Type if applicable > Enter Case Number > Continue

OR

Select None of These > Yes or No to income > Enter Income if applicable > Continue

To save and return later- click save and go to PaySchools Central Dashboard

The screenshot shows the 'Student Assistance' form. At the top, there's a navigation bar with 'Contact', 'Students' (active), 'Members', 'Sign', and 'Disclosure'. The main heading is 'Student Assistance'. Below it, a sub-heading says 'Lets determine if your student has state assistance or sources of income.' A list of common income sources for children is provided, followed by a note to exclude infrequent earnings. A prompt asks to answer for each student/patron below. The form is for 'Suzie Smith' and shows a section for 'Lola Drlik'. In this section, 'Select Assistance Type *' and 'Select Special Situation *' both have 'None of These' selected. Below, 'Does Lola have income?' has 'No' selected. At the bottom of the form, there are 'CONTINUE' and 'BACK' buttons, and a link to 'Save and Go to my Payschools Central Dashboard'.

Student Assistance

Contact Students Members Sign Disclosure

Lets determine if your student has state assistance or sources of income.

Some common sources of income for children are:

- A full-time or part-time job, or
- Supplemental Security Income (SSI), if the child is disabled, Social Security benefits for children of a disabled, retired, or deceased parent, or
- Money regularly received from extended family or friends outside of the household, or
- Money from a pension, annuity, or trust

Do not include infrequent earnings, such as income from occasional babysitting or mowing lawns.

Please answer for each of your students / patrons below.

Suzie Smith

Lola Drlik

Select Assistance Type *
None of These

Select Special Situation *
None of These

Does Lola have income? Please select the checkbox to enter
Income details: ☐ Yes ☒ No

CONTINUE

BACK

[Save and Go to my Payschools Central Dashboard](#)

Step 8 -

Please read the information on what is considered to be a member in your household

- ✓ You are automatically added to application as member
- ✓ If application is file from prior year, members are automatically added
- ✓ Remove/Add members if needed

Verify Members

Contact
Students
Members
Sign
Disclosure

Students already added to the application from your school district **MUST NOT** be added in the members section.

You have been added automatically as a member to this application, but there may be additional members in your household.

Please remove or add members to this application based on this following definition.

A member is defined as:

- Students that are in grade 12 or below and attend school in another school district.
- Children that attend all day care or preschool, or are not of school age, including infants
- Anyone 18 years of age or younger living in your household that does not currently attend school
- Grandparents or other extended family members that are living with you
- Also include people that are not currently living with you, but are only away on a temporary basis, like:
 - Kids that are away at college
 - Members of your family that are in the military, and are deployed

Include people regardless of age or whether they earn or receive income.

Parent Name

ADD MEMBER

CONTINUE

BACK

[Save and Go to my Payscale Central Dashboard](#)

Step 9 -

Enter Member Assistance (SNAP/TANF) > OR None of These > Enter Income
Income must be complete for each field type selected > Continue

To save and return later- click save and go to PaySchools Central Dashboard

The screenshot shows the 'Member Assistance' form within the PaySchools interface. The top navigation bar includes 'Contact', 'Students', 'Members' (highlighted), 'Sign', and 'Disclosure'. The main heading is 'Member Assistance'. Below this, a sub-heading reads 'Lets determine if your member has state assistance or sources of income'. The form contains the following sections:

- Do the members have income from the following sources?**
 - Remember to report current, gross income.
 - There are 4 types of income that can be reported here.
 - 1. **Employment Income** - gross earning before deductions, include all jobs.
 - 2. **Welfare/Child support** - include welfare, child support and alimony payments.
 - 3. **Government Income** - pension, social security, child SSI and permanent disability.
 - 4. **Other** - include withdrawals from savings account or any other income.
- Member Name** (input field)
- Select Assistance Type *** (dropdown menu, currently showing 'None of These')
- Does Lisa have income? Please select the checkbox to enter Income details.** (Yes ☒ No ☐)
- Income from Work (gross income)**
 - \$ Income * (input field)
 - Select Frequency * (dropdown menu)
- Welfare/Child Support/Alimony(gross income)**
 - \$ Income * (input field)
 - Select Frequency * (dropdown menu)
- Pension, Retirement, SSI, VA, SS(gross income)**
 - \$ Income * (input field)
 - Select Frequency * (dropdown menu)
- Other Income (PFD) (gross income)**
 - \$ Income * (input field)
 - Select Frequency * (dropdown menu)
- Buttons:** 'CONTINUE' and 'BACK' (both in teal boxes).

Step 10 -

- Read Use of Information & USDA Non-Discrimination Statement > Continue

Statements

Contact Students **Members** Sign Disclosure

USE OF INFORMATION

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, audits for program reviews, and law enforcement officials to help them look into violations of program rules.

USDA NON DISCRIMINATION STATEMENT

This institution is an equal opportunity provider

CONTINUE

BACK

[Save and Go to my Payschools Central Dashboard](#)

Step 11 -

Review information entered > Edit if needed > Read & Certify > Continue

Summary and Review

Contact Students Members **Sign** Disclosure

YOUR APPLICATION IS ALMOST COMPLETE!

Please confirm the details below. Use the Edit links below to make changes, once done you will return to this screen, or you can use the Continue button to move to the final steps.

MEMBERS

Member Name
Income: 10000/Annual [EDIT](#)

STUDENTS

Suzie Smith [EDIT](#)

I Certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal Funds, and that school officials may verify (check) the information. I am aware that if I purposefully give false information, that my children may lose meal benefits. Deliberate misrepresentation of information may subject applicants to prosecution under applicable State and Federal law.

☐ I Agree

CONTINUE

BACK

[Save and Go to my Payschools Central Dashboard](#)

Step 12 -

Provide last 4 of SSN or check if not applicable > Enter preferred language > Enter PaySchools Central Password > Click Sign

The screenshot shows the 'Sign your Application' form. At the top, there is a navigation bar with tabs: Contact, Students, Members, Sign (highlighted), and Disclosure. Below the navigation bar, the form is titled 'SIGN YOUR APPLICATION'. It contains the following sections:

- SIGNER: Parent name**: A text input field with a placeholder that says 'Please provide the last four digits of your/the signer Social Security number. If you do not have a Social Security number, please check the box below labeled "No SSN/Not Applicable."'
- Last 4 of SSN: ***-**-******: A text input field with a placeholder that says 'Enter last 4 digit of SS...'.
- No SSN/Not Applicable**: A checkbox.
- Preferred Language ***: A dropdown menu with 'English(US)' selected.
- ELECTRONIC SIGNATURE**: A section with the text 'I Certify (promise) that all information on this application is true and that all income is reported'.
- CONFIRM PASSWORD ***: A text input field.
- SIGN**: A large green button.
- BACK**: A large green button.

Step 13 -

If your district doesn't automatically approve applications, you will be notified of a pending status and the preferred contact method will be used to send notification AND once approved a pop-up message will notify your completed application

The screenshot shows the 'Success' screen. At the top, there is a navigation bar with tabs: Contact, Students, Members, Sign, and Disclosure (highlighted). Below the navigation bar, the screen is titled 'APPLICATION PENDING'. It contains the following text:

Application pending approval from the school.

The district will review your application and if everything is accepted, the application will be approved, and you will receive your determination letter from the district based on the communication method chosen on the contact screen. If there are any issues with your application, you will receive an email from the district letting you know what you need to correct or add.

Thank you for applying for school meal benefits!

At the bottom, there is a large green button labeled 'CONTINUE'.

The screenshot shows an 'Information' pop-up message. It contains the following text:

You can now view your completed meal application from PaySchools Central.

Click on the below button (or) navigate to User menu
-> View Completed Application, to view your application

At the bottom, there is a checkbox labeled 'Do not show this popup again' and a large green button labeled 'VIEW COMPLETED APPLICATION'.

Step 14 -

To view your application, you can select from Download determination letter, download application, or decline benefits (If your income situation changes and no longer wish to receive)

View Application

Application ID: 10748

Status: Your Status will be here

Entered By: Parent Name

Signed By: Parent Name

Last 4 SSN: 1234

STUDENTS

Suzie Smith

MEMBERS

Will list all member on Application

DOWNLOAD APPLICATION

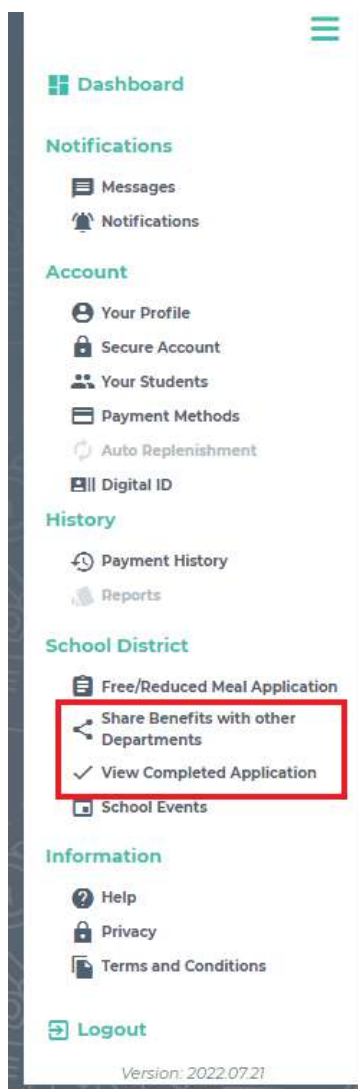
DOWNLOAD DETERMINATION

DECLINE BENEFITS

[Go to my Payschools Central Dashboard](#)

Step 15 -

Once approved it is important to return to the **Share Benefits with Other Departments**- This allows your district to extend benefits to other items, such as Fees.



Disclosure Categories

Contact Students Members Sign **Disclosure**

SHARE MEAL BENEFIT WITH OTHER DEPARTMENTS

The information you give on the Confidential Application for Free or Reduced Price Meal is only used to determine your student(s) eligibility for Free or Reduced Price meals. The information may also be used to determine your student(s) eligibility to receive benefits for other programs. We must have your permission to share your information. Please read the description for each category carefully. Completing this form will not change whether your student(s) get free or reduced meals. Completing this waiver is NOT A REQUIREMENT for participation in any school nutrition program. Please choose the program(s) by selecting the check box by each program for the ones you wish to OPT IN and share your information with.

Are you willing to share your student's meal benefits with other departments in the district for a possible reduction in your fee costs? If so, the school has listed the different departments or areas you can choose below. Please check the box for which to share your meal benefit.

Suzie Smith

☐ Check this box if you would like to share with ALL departments below

☐ Instructional Fee Waiver

SIGNER: Parent name

ELECTRONIC SIGNATURE

I Certify (promise) that all information on this application is true and that all income is reported

CONFIRM PASSWORD *

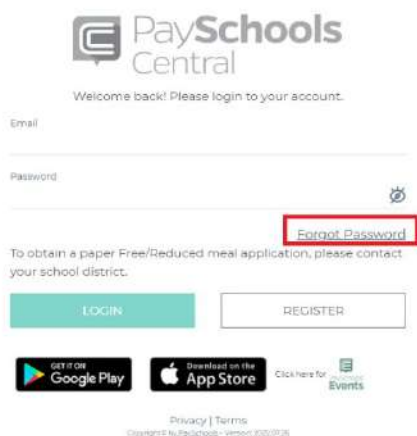
CONTINUE

SKIP SHARING

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

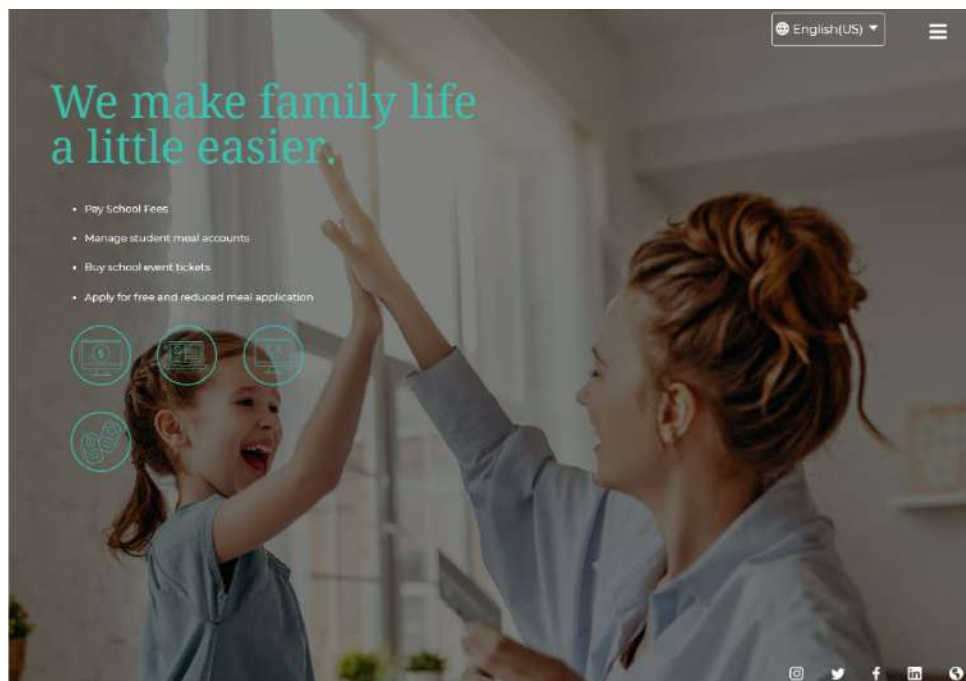
[Forgot Password](#)

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

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

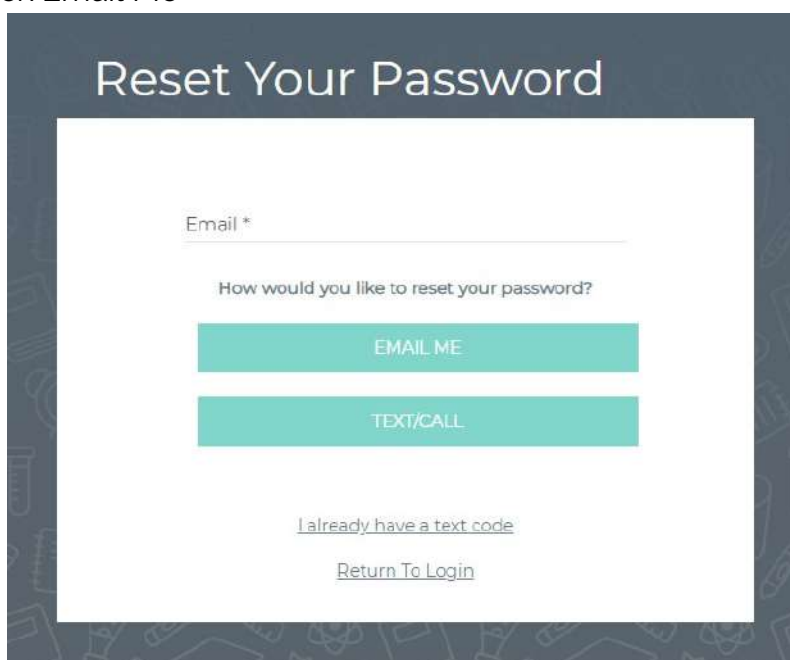
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Step 2- Email Method

Enter email > click Email Me



Reset Your Password

Email *

How would you like to reset your password?

[EMAIL ME](#)

[TEXT/CALL](#)

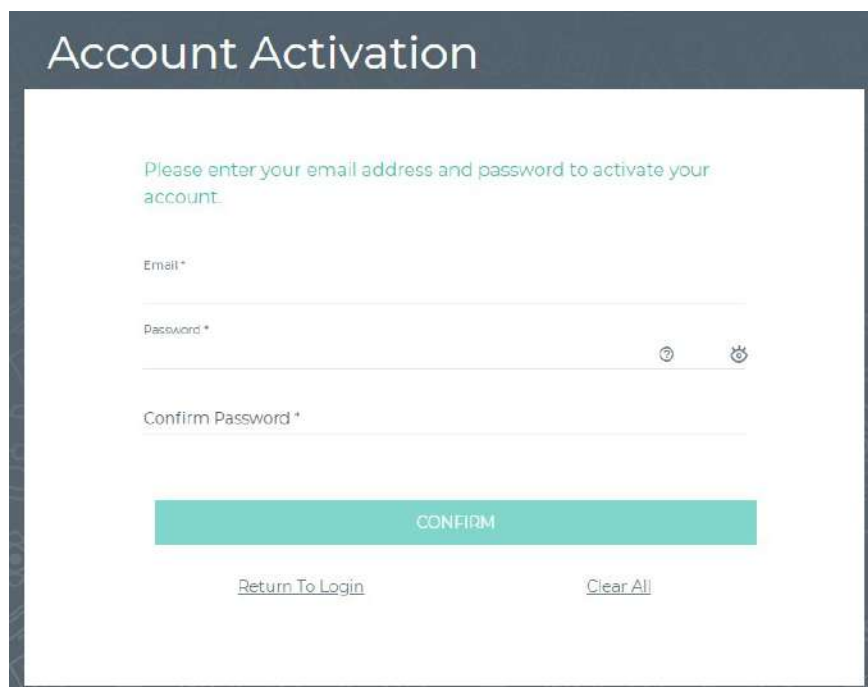
[I already have a text code](#)

[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 *

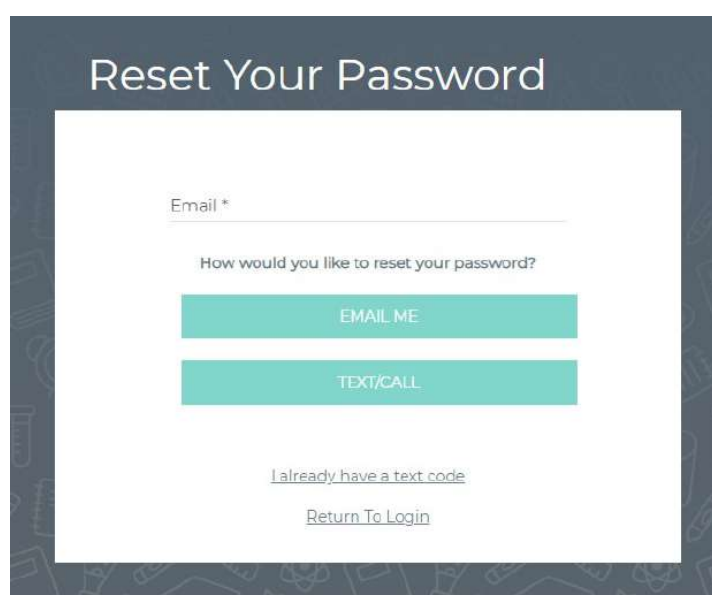
CONFIRM

[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

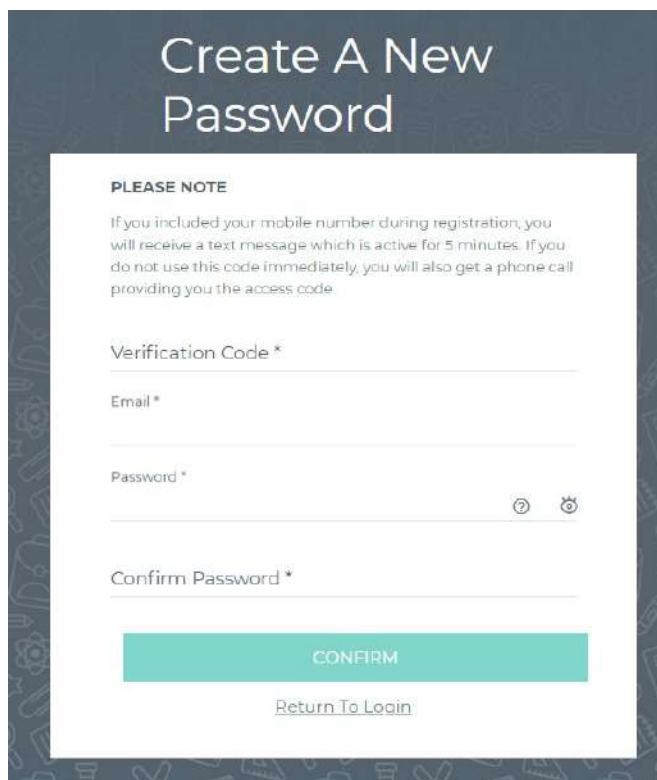
TEXT/CALL

[I already have a text code](#)

[Return To Login](#)

Step 5

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



The screenshot shows a web form titled "Create A New Password" on a dark blue background with faint icons. The form is white and contains the following elements:

- PLEASE NOTE:** A text block explaining that a verification code will be sent via text message or phone call if a mobile number was provided during registration. The code is active for 5 minutes.
- Verification Code *:** A text input field.
- Email *:** A text input field.
- Password *:** A text input field with a question mark icon and an eye icon for password visibility.
- Confirm Password *:** A text input field.
- CONFIRM:** A large teal button.
- Return To Login:** A link below the button.

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