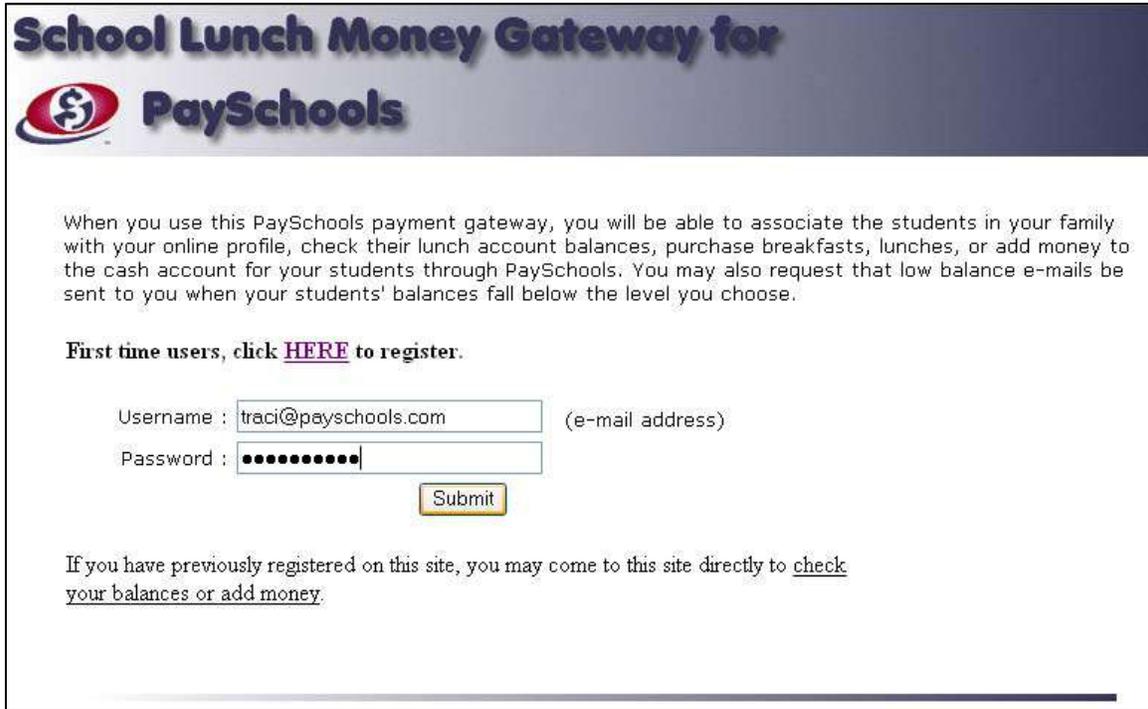


PaySchools Parent User Guide

1. Follow the PaySchools link from the districts website for Lunch Payments. The School Lunch Money Gateway for PaySchools login screen will open. Please select “First time users, click [HERE](#) to register” to register your School Lunch Money (SLM) login.



School Lunch Money Gateway for
PaySchools

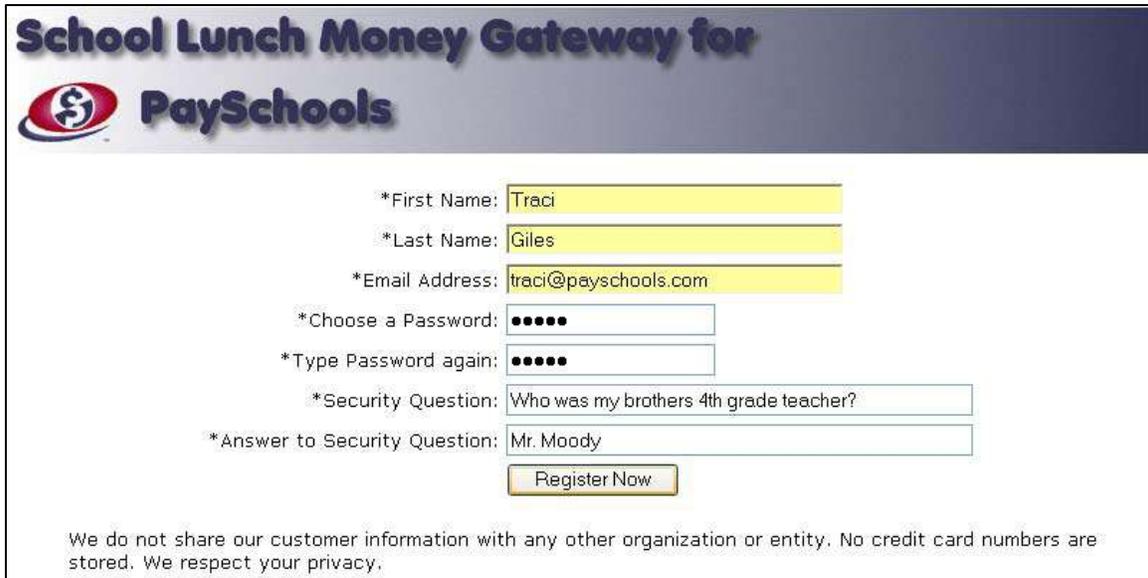
When you use this PaySchools payment gateway, you will be able to associate the students in your family with your online profile, check their lunch account balances, purchase breakfasts, lunches, or add money to the cash account for your students through PaySchools. You may also request that low balance e-mails be sent to you when your students' balances fall below the level you choose.

First time users, click [HERE](#) to register.

Username : (e-mail address)
Password :

If you have previously registered on this site, you may come to this site directly to [check your balances or add money.](#)

2. The following information is required to set up the SLM login. Select Register Now after you have entered all the information.



School Lunch Money Gateway for
PaySchools

*First Name:
*Last Name:
*Email Address:
*Choose a Password:
*Type Password again:
*Security Question:
*Answer to Security Question:

We do not share our customer information with any other organization or entity. No credit card numbers are stored. We respect your privacy.

3. After selecting Register Now, an email will be sent to your account with the login information. To continue the purchase, select Click Here.

School Lunch Money Gateway for


An e-mail has been sent to traci@payschools.com with your login information for future reference.
To log in, please [click here](#).

4. Enter the username and password that was created in Step 2.

School Lunch Money Gateway for


When you use this PaySchools payment gateway, you will be able to associate the students in your family with your online profile, check their lunch account balances, purchase breakfasts, lunches, or add money to the cash account for your students through PaySchools. You may also request that low balance e-mails be sent to you when your students' balances fall below the level you choose.

First time users, click [HERE](#) to register.

Username : (e-mail address)
Password :

If you have previously registered on this site, you may come to this site directly to [check your balances or add money](#).

5. Next, select [Click Here](#) to associate students to your SLM account.

School Lunch Money Gateway for
PaySchools

Home Your Cart Purchase History **Add Students** Contact Log Out

Hello Traci ! Welcome back to the **School Lunch Money Gateway** for PaySchools.

You currently have no students associated to your account.

[Click here](#) to associate a student with your account.

6. Please enter the Student ID that is assigned by the school, the student's First and Last Name as they are at the school. If your student goes by a nickname or a shortened version, try both possibilities before contacting the school to verify. For example, if your student's name is Matthew but goes by Matt, enter Matthew as the first name. If that does not work, try Matt. Select Submit once all information has been entered.

School Lunch Money Gateway for
PaySchools

Home Your Cart Purchase History **Add Students** Contact Log Out

Search for your student by using his/her ID number that's used in the cafeteria.

Student ID :

Student First Name :

Student Last Name :

You currently have no students associated to your account.

7. a) After submitting the previous information, the system will search for the student. Select Add Student to Account.

The screenshot shows the 'School Lunch Money Gateway for PaySchools' website. The header includes the site title and logo. A navigation bar contains links for Home, Your Cart, Purchase History, Add Students, Contact, and Log Out. The main content area displays the search criteria: 'Your search criteria is as follows: SID : 123456, Name : Tom School'. Below this, it states 'Below is the student that matches your search criteria.' and shows a table with one row: ID 123456, Name Tom School. A button labeled 'Add Student to Account' is positioned below the table.

ID	Name
123456	Tom School

[Add Student to Account](#)

7. b) If the system can not find the student and the student information is correct, please call PaySchools Support at (866) 729-5353 ext 2.

If you feel there is an issue with the student's information, please contact the school.

The screenshot shows the 'School Lunch Money Gateway for PaySchools' website. The header and navigation bar are identical to the previous screenshot. The main content area displays the search criteria: 'Your search criteria is as follows: SID : 123456, Name : Tom School'. Below this, it states 'There are no students that match your search criteria. Please [go back](#) and try again.' A horizontal line separates this message from the contact information below. The contact information includes: 'Questions about when and how these deposits get posted to your school account? Please use the contact information below.' followed by 'School Contact', 'Contact Email Address', 'Contact Phone Number', 'OR', 'PaySchools Support', and '(866) 729-5353'.

Questions about when and how these deposits get posted to your school account?
Please use the contact information below.

School Contact
Contact Email Address
Contact Phone Number

OR
PaySchools Support
(866) 729-5353

8. Click on Add to Account to add money to the student's account. To associate additional students to the account, select Click Here at the bottom of the page.

School Lunch Money Gateway for PaySchools

Home Your Cart Purchase History Add Students Contact Log Out

Hello Traci! Welcome back to the **School Lunch Money Gateway** for PaySchools.

Here is your **current information** and lunch account balances as of **9/15/2008**. Red in the cash column indicates a negative balance.

Click on the "add to account" link beside the student to add money through PaySchools. Since the lunch system does not use family accounts you must add money or meals to each student separately – however you may make the final payment in one transaction through PaySchools.

To receive low balance e-mails or remove a student from your account, click on the student's name below. ([more info](#))

ID	Name	Cash	PaySchools
123456	Tom School	\$0.00	add to account
789123	Amanda School	\$0.00	add to account

[Click here](#) to associate a student with your account.

9. After selecting Add to Account, enter the dollar amount you would like to add to the student's lunch account and click Add to Cart. Please note there is a \$5 minimum purchase required.

School Lunch Money Gateway for PaySchools

Home Your Cart Purchase History Add Students Contact Log Out

Add money to your student's account

Tom School

Cash Amount
(red indicates negative balance) \$0.00

Cash

\$5 minimum

10. Verify that the amount(s) are correct in the shopping cart for the student(s). To add money for another student, select [Click Here](#) to add to your cart. Follow steps 8 and 9 to complete that process. Select Pay Online at PaySchools after you have added money to all necessary accounts.

School Lunch Money Gateway for



Home
Your Cart
Purchase History
Add Students
Contact
Log Out

Items that are in your cart are below

ID	Name	Date/Time Added	Cash	Edit/Delete
123456	Tom School	10/9/2008 5:46:06 PM	\$25.00	edit/delete
789123	Amanda School	10/9/2008 5:46:28 PM	\$15.00	edit/delete

District Convenience Charge: \$2.00

Cart Total: \$40.00

Final Total: \$42.00

[Click here](#) to add to your cart.

Ready to check out?
 Click the Pay Now button to proceed to PaySchools. When you arrive, either log in or create a PaySchools account if you do not already have one.

Pay Online at PaySchools

Click the button above to go to PaySchools and purchase these items.

11. You have now been directed to the PaySchools Shopping Cart. If the district offers other products (such as activity fees or yearbooks), you may select [Click Here to add more items](#) to view those products. Please note the district uses an integration with the lunch program and the amount can not be edited at this time. If the amount is incorrect, you will need to close your browser and start the purchase over. Otherwise, select Checkout.

PaySchools
- Online Payment Processing System

Main Menu

- Available Products
- Your Online Profile
- Your Students
- Your Shopping Cart
- Privacy Policy
- Return Policy
- Terms And Conditions
- Your Order History
- Admins Only
- Sign Out
- Contact Information

Your Shopping Cart

PaySchools

Your shopping cart appears below. Add more items by selecting from the menu to the left. Remove items by setting the Quantity to "Delete" and updating.

Some items may need to have a student associated with them. To assign multiple students to a single item, add the single item to your cart multiple times. Any item marked as "locked" cannot be adjusted here.

When you're ready to check out, just click the blue button at the bottom of this page. [Click here to add more items.](#)

Category	Item Name	Price	Quantity
Lunch Account	Student Lunch Account	\$40.00	1 (Locked)

Subtotal: \$40.00
Plus **\$2.00** PaySchools online payment convenience fee
Grand Total: \$42.00

If you are ready to check out, please click the button below

12. If this is your first time using this system, you will need to register a PaySchools login at this time. (Please note this district uses a double-entry login process. The first login is the School Lunch Money (SLM) login which allows you to add your students, view their balances, and add money to the account. The second login is the PaySchools login which is the payment processor for the transaction.) Select **(first time visitors please [click here to register](#))**

PaySchools
- Online Payment Processing System

Main Menu

- Available Products
- Your Online Profile
- Your Students
- Your Shopping Cart
- Privacy Policy
- Return Policy
- Terms And Conditions
- Your Order History
- Admins Only
- Sign Out
- Contact Information

Welcome! Please Register or Sign In

PaySchools

To continue, please log in **(first time visitors please [click here to register](#))**

Email Address
 Password

Remember me on future visits (Avoids login prompt in the future)
(not recommended if you are on a public computer or terminal)

[Forgot password? Click here for help](#)

13. Enter all required (*) information on the following screen. We suggest using the same email address and password as the School Lunch Money (SLM) login that was created in Step 2. If you will be using a debit or credit card to complete your transaction, your billing address MUST match the address that is on your account. Select Register when information is complete.

If you are **sure** you have not yet registered, please complete the form below. We do not share our visitor lists with any third party. ([Privacy Policy](#))

*First Name:

*Last Name:

*Billing Address line 1:

Billing Address line 2:

*Billing City or Town:

*State:

*ZIP Code:

Country: USA

*Telephone Number (Including area code):

*Email Address:

*Type Email Address Again:

*Choose a Password:

*Type Password Again:

Remember me on future visits (Avoids login prompt in the future)
(not recommended if you are on a public computer or terminal)

We do not share our customer information with any other organization or entity. No credit card numbers are stored. We respect your privacy.

14. Please verify that the information is correct on the Checkout page. PaySchools accepts payments by e-check and credit card. To purchase by e-check, enter the routing number and account number into the fields below.

■ Main Menu

- [Available Products](#)
- [Your Online Profile](#)
- [Your Students](#)
- [Your Shopping Cart](#)
- [Privacy Policy](#)
- [Return Policy](#)
- [Terms And Conditions](#)
- [Your Order History](#)
- [Admins Only](#)
- [Sign Out](#)
- [Contact Information](#)

Checkout - Payment By Check

PaySchools

Please verify that the information below is correct.

Your Billing Address: [\(change\)](#)

Traci Giles
 6000 Grand Ave
 Des Moines, IA, 50312, USA
 866-729-5353
 traci@payschools.com

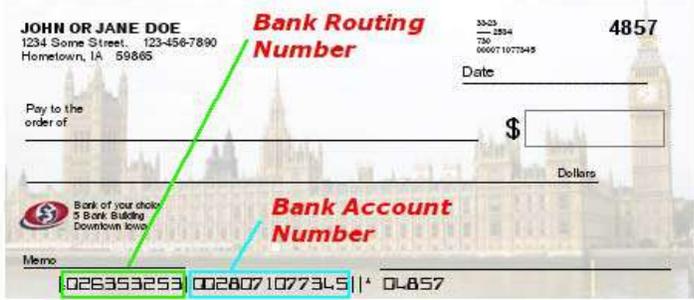
Session Summary Appears Below

Category	Item Name	Purchased For	Price	Qty
Lunch Account Payments	Lunch Money	Tom(123456) Amanda (789123)	\$40.00	1

Your order subtotal: \$40.00
 PaySchools on line payment convenience charge: \$2.00

Grand Total: \$42.00

Payment By Check
[\(Click here to pay by Credit Card\)](#)



JOHN OR JANE DOE
 1234 Some Street, 123-456-7890
 Hometown, IA 59865

Bank Routing Number 4857

Date: _____

Pay to the order of: _____ \$ _____ Dollars

Bank Account Number

Memo: 026353253 0028071077345 |* 04857

Bank Routing Number
 Bank Account Number
 Re Enter Account Number

Special comment or instructions (450 characters max - optional)

This purchase will appear on your bank statement as
"SchoolPayment"

To purchase by credit card, follow the ([Click here to pay by Credit Card](#)) link found directly below the **Payment By Check** option. Enter credit card information into the form below. Do NOT include the dashes (-) in the credit card number field.

Payment Information

Credit Card Number

February

▼

2015

▼

Expiration Date

Special comment or instructions (450 characters max - optional)

Pay By Credit Card

Click ONCE and wait. Do not reload page.

15. After submitting the payment, you will receive a confirmation page and an email will be sent to you. Payments may take up to 24 hours to update to the student account and 48 hours to be reflected on the School Lunch Money screen. Please check with your district to determine what time payments will be reflected. Select Sign Out when finished.

PaySchools

Online Payment Processing System

■ Main Menu

- Available Products
- Your Online Profile
- Your Students
- Your Shopping Cart
- Privacy Policy
- Return Policy
- Terms And Conditions
- Your Order History
- Admins Only
- Sign Out
- Contact Information

Thank You For Your Purchase

PaySchools

Thank you for your purchase Traci!

Order Summary Appears Below

Category	Item Name	Purchased For	Price Qty
Lunch Account Payments	Lunch Money	Tom(123456) Amanda (789123)	\$40.00 1

Your order subtotal: \$40.00

PaySchools Convenience Charge: \$2.00

Grand Total: \$42.00

Please [click here](#) to return to the Home Page for District Name.

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