

## HALF HOLLOW HILLS CENTRAL SCHOOL DISTRICT OF HUNTINGTON AND BABYLON

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September 8, 2009

Dear Parents & Guardians:

Half Hollow Hills CSD is pleased to bring you the online convenience of our new payment processing system, PaySchools. With this system, parents can access PaySchools through the district's website to pay for school meals and snacks, either by e-check or MasterCard, VISA or Discover cards. The parent will immediately receive an e-mail receipt confirming their transaction(s).

PaySchools offers parents the ease of being able to make purchases 24 hours a day/seven days a week, the security of knowing the school receives the payments, the protection of sensitive account information (credit card and bank account numbers are not stored in the database), and the convenience of having records of purchases and payments available online.

### **How It Works**

Access our online payment processing system from our district's website at [www.hhh.k12.ny.us](http://www.hhh.k12.ny.us). Select the link to Pay For School Meals and Snacks On-Line under District News and follow the directions to add money to your child's lunch account. You can access the "PaySchools Parent User Guide" from the district's website.

The first time you access PaySchools, you will be asked to create a username and password and set up your family's online profile. You will need your child's student ID number to complete the online profile. The Student ID number is printed on your student's schedule, which can be found by logging onto the Infinite Campus parent portal under reports. After that, you can add money to your student's account and pay by e-check or credit card. To pay by e-check (directly debiting your bank account), you will enter your bank's ABA routing number and personal bank account number. To pay by credit card, enter the account number and expiration date for your MasterCard, VISA or Discover credit card.

After you complete your transaction, an e-mail confirmation and receipt will immediately be sent to you. PaySchools uses "Secure Sockets Layer" (SSL) software, requires passwords throughout the program, and does not store personal bank or credit card information to ensure privacy and security for users.

*Funds will be available for use the next school day in your student's account and you can view new balances on your PaySchools account within 48 hours.*

*There is a \$2 convenience fee for each transaction.*

For more information on PaySchools, please contact Bonnie Scally, School Lunch Administrator at [bscally@hhh.k12.ny.us](mailto:bscally@hhh.k12.ny.us) or call (631) 592-3021 during school hours.