

Setting Up Your E-Funds Account

(Updated 6/14/2018)

1. Go to the [E-Funds Website](#) (use a computer or mobile device)
2. Create an Account (1st time only – Otherwise “Login”)

The screenshot shows the 'Create an Account' page on the e~Funds for Schools website. The form contains the following fields:

- Username *: johnpubic
- Password *: *****
- Re-enter Password *: *****
- Family Number: 7152341111
- First Name *: John
- Last Name *: Public
- Email *: johncpubic@gmail.com
- Phone: (715) 234-1111
- Billing Address: (empty)

A callout box points to the Email field with the text: "Be sure to enter one or more **email addresses** in order to get confirmation."

3. Select a Payment Method

The screenshot shows the 'Payment Information' page on the e~Funds for Schools website. The page displays the following text:

Add or remove payment methods.
Clicking a payment method will set it as your preferred payment method.

No registered payment methods.
Please register a payment method.

There are two buttons: "NEW CREDIT CARD" and "NEW DIRECT DEBIT".

- Payment Options

1. Checking Account (Direct Debit) Each transaction will include a \$1.00 convenience fee

These are E-Funds fees and are not associated with the Rice Lake Area School District.

2. **Credit Card:** E-Funds fees are \$2.49 up to \$100 of payments. Additional \$2.49 for each additional \$100 payment range.

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4. Add students to your account (Students who you will make online payments for)

- Choose “**Manage Students**” from the left side menu
- Enter the Last Name of the Student

Add Students

Look up your students by their last name and either their student number or family number:

Last Name *

Student or Family Number *

* indicates required field

ADD STUDENT(S)

- Enter the family’s **10-digit Primary Phone Number**. Enter **NUMBERS ONLY**, no parenthesis, spaces, or dashes.

5. Your account is now set up and ready to use (make payments)