

# e~Funds for Schools – Make Payments and Manage Your Account

Go to <https://eps.mvpbanking.com/cgi-bin/efs/login.pl?access=55385>

From the **Home** page

- You can view the **Message to Parents**.
- You can log in by entering your Username and Password. Click **Login**.

The screenshot shows the home page of the e~Funds For Schools system. At the top, there is a blue navigation bar with the logo and the name of the school corporation. Below this, a 'Home' tab is visible. The page is divided into several sections: 'IMPORTANT INFORMATION' with a note for first-time users, a 'Welcome to e-Funds for Schools' message, a 'Login' section with input fields for username and password, a 'Forgot Password' link, and a 'New Users' section with a 'Register Here' link.

## Main Menu

In the **Main Menu**

- You can view any **Pre-Authorized Payments** you currently have set up.
- You can view **Pending Payments**.
- You can select one of the tabs across the top of the page:
  - **New Payments**
  - **Automatic Payments**
  - **Payment History**
  - **Account Information**
  - **Change Password**
  - **Logout**

The screenshot shows the main menu of the e~Funds For Schools system. At the top, there is a blue navigation bar with the logo and the name of the school corporation. Below this, a 'Main Menu' tab is visible. The page is divided into several sections: 'Pre-Authorized Payments' with a table showing 'Next Date', 'Frequency', and 'Amount', and a 'Pending Payments' section with a table showing 'Date' and 'Amount'. Both sections indicate 'No pre-authorized payments' and 'No pending payments' respectively. A 'Pre-Authorization History' link is also visible.

# e~Funds for Schools – Make Payments and Manage Your Account

## New Payments tab

Use this tab to make payments.

- Enter the amount you wish to pay to the right of each item.
- Select the child/children whose account you would like for the money to go into.
- Click **Pay for Items** to confirm your payment.

**Make a payment**

To make payments, enter dollar amounts in the boxes provided and select which individuals payments are to be made for.

Note: You can get additional information about an item by placing your mouse over the item name.

**River Birch Elementary School**

KDG Full Day Tuition	2150.00	<input type="checkbox"/> Sally
KDG Life Skills	60.00	<input type="checkbox"/> Sally
KDG Mod/Severe Life Skills	56.00	<input type="checkbox"/> Sally
KDG Textbook Rental	73.00	<input checked="" type="checkbox"/> Sally

Confirm your choices.

To process your transaction

- Select **I Accept** and **Submit**.

To cancel your transaction

- Select **I Decline** and **Submit**.

To go back to the previous screen to make changes to your payment

- Select the **Back** button at the bottom of the screen.

**Confirm your choices**

Payment Type: Checking  
Account Number:                      Routing Number:                      .....

Payment Item	Student	Amount
KDG Textbook Rental	Sally	\$73.00
Convenience Fee		\$1.00
<b>Total Amount</b>		<b>\$74.00</b>

There is a \$1.00 convenience fee applied to this purchase. You must accept this additional charge, which will be added to the amount you are paying.

I Accept     I Decline

**Back**    **Submit**

## Automatic Payments tab

Use this tab to set up recurring payments

(i.e. to pay \$10.00 on your child's textbook rental each month).

- Select the **Starting Date** of your recurring payments.
- In the **Frequency**, select Weekly, Bi-Weekly, or Monthly.
- In the **# of Payments** area, enter the number of total payments you wish to make (i.e. 5, 10)
- Select **Continue** to complete the recurring payment setup.

**Setup Pre-Authorized Payment**

Starting Date *	Frequency	# of Payments **
2010-07-23	Monthly	10

Pay For: Sally    Payment Item: River Birch Elementary School - KDG Textbook Rental

\*To change the date, click on the calendar icon and pick the date.  
\*\* Leave blank for a pre-authorized payment with no end date.  
You can change or discontinue a pre-authorized payment option at any time.

**Continue**

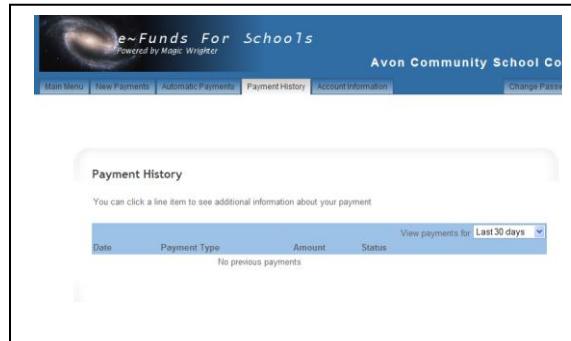
Note: If you leave the **# of Payments** area blank, your payments will be processed until you delete or edit the recurring payment. Once you have set up recurring payments you can edit or delete them by going to **Recurring Payments** on the **Main Menu** tab.

## *e~Funds for Schools – Make Payments and Manage Your Account*

---

### **Payment History Tab**

Use this tab to see a history of payments you have made. The default is the **Last 30 days**, but you can change to view **Current Year** or **Previous Year** payment history.



### **Account Information tab**

Use this tab to do one of the following:

- Edit your personal information.
- Edit your payment information.
- Add/Remove students linked to your account.

### **Change Password tab**

Use this tab to change your password.

### **Logout**

Select the **Logout** tab when you are finished using *e~Funds for Schools*. This will end your session and take you back to the main page where you can log in again if necessary.

---

### **To Delete a Pre-Authorized Payment**

1. Go to the **Main Menu** tab.
2. In the **Pre-Authorized Payments** section you will see your current pre-authorized payments.
3. Find the pre-authorized payment you want to delete and click the trash-can to the right of the payment to delete it.

### **To Change Personal Information on Your Account**

1. Go to the **Account Information** tab.
2. Make changes to your personal information and click **Update**.

### **To Add Student(s) to Your Account**

1. Go to the **Account Information** tab.
2. Select **Student Management** (on the top right).
3. Use the **Add a Student** section to find the student(s) by Family Number or Student Number.

## 4. *e~Funds for Schools – Make Payments and Manage Your Account*

---

### **To Remove Student(s) from Your Account**

1. Go to the **Account Information** tab.
2. Select **Student Management (on the top right)**.
3. In the **Students Linked to this Account** section, select the student(s) you want to remove. Click **Remove**.

### **To Change or Modify Payment Information**

1. Go to the **Account Information** tab.
2. Click on **Edit Payment Information** (at the bottom of the page).
3. Select **New Account** and follow prompts to complete payment information.
4. When complete, you can select the **New Payments** tab at the top to make a payment. Note: *E~Funds for Schools* can store the following information; one checking account and one credit card account.

### **To Retrieve Your Password**

If you have forgotten your password, go to <https://eps.mvpbanking.com/cgi-bin/efs/login.pl?access=55385>

1. Click on **Forgot Password** in the Login section.
2. Enter your **User Name** and **E-Mail Address**.
3. Click **Send Request**.
4. Your password will be sent to your email account.

### **To Retrieve Your Username**

1. If you have forgotten your Username, you must call the school that your child attends for assistance. School personnel will be able to look up your Username. The school does NOT have access to your password.

Once you have your Username, go to <https://eps.mvpbanking.com/cgi-bin/efs/login.pl?access=55385>

2. Click on **Forgot Password** in the Login section.
3. Enter your **User Name** and **E-Mail Address**.
4. Click **Send Request**.
5. Your password will be sent to your email account.