

Parent Quick Guide

Getting started with e-Funds for Schools



Rev: July 2015



Low Balance Notifications

****Note:** Low Meal Balance Settings are only available if your school district's lunch program provides us with student meal account balances**

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ROUND LAKE PUBLIC SCHOOLS

Home Payment Options Advisory Services Special Services Account Settings Logout

Payment Options

- Make a Payment**
Towards school payment item(s)
- Schedule a Pre-Authorized Payment**
Setup a payment that occurs at regular intervals
- Manage Pre-Authorized Payments**
Manage your scheduled pre-authorized payments

Advisory Services

- Low Meal Balance** (indicated by a red arrow)
Setup payments for low meal balance(s)
- Student Fees**
Review outstanding and historical student fees.

Special Services

- Fund Raising**
Manage your fund raising items

Account Settings

- Personal Information**
Manage your contact information
- Student Management**
Manage students associated with your account
- Payment Information**
Manage your checking and credit card information
- Change Password**
Manage your account password
- Notifications**
Manage how e-Funds for Schools notifies you.

Your Student(s)

Name	Meal Balance	Updated
Sophia	\$285.02	4 years ago

Student(s) Low Meal Balance(s)

Recent Payments

You have no recent payments at this time.

Scheduled Payments

You have no scheduled payments at this time.

Pre-Authorized Payment(s) Low Meal Balance(s)

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Once you are logged into your e-Funds for Schools account, select **Low Meal Balance**, as shown by the red arrow above.

Low Balance Notifications

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Low Meal Balance Settings

Last Update	Student Name	Current Balance	Minimum Balance	Replenish Amount	Notice	Auto Replenish
06/23/2011 08:58:36 ET	Sophia	\$285.02	5.00	20.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Apply Low Meal Balance Settings

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Enter a Minimum Balance dollar amount.

Check the box under “**Notice**” to receive emails when your student’s account falls below the Minimum Balance amount you entered.

If you would like to automatically add funds to your student’s account, enter that amount under **Replenish Amount** and check the box under “**Auto Replenish**”

If you do **NOT wish to receive low balance notifications or automatically replenish the amount on your student’s lunch account, make sure the box under “**Notice**” and “**Auto Replenish**” are **UNCHECKED**.

Click “**Apply Low Meal Balance Settings**”

One-Time Payment

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Payment Options

- Make a Payment**
Towards school payment item(s)
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Review history of payments made to school(s)
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Your Student(s)		
Name	Meal Balance	Updated
Sophia	\$285.02	4 years ago
Student(s)		Low Meal Balance(s)

Recent Payments

You have no recent payments at this time.

Scheduled Payments

You have no scheduled payments at this time.

Pre-Authorized Payment(s) Low Meal Balance(s)

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Once you have signed in to your e-Funds for Schools account, select **Make a Payment** as shown by the red arrow above.

One-Time Payment

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Home Payment Options Advisory Services Special Services Account Settings Logout

Schedule Payments

Payment Method: Checking Account Number: *****3456 Routing Number: 672460719

- Make one payment for multiple students by selecting the tab with the child's name, and then adding the desired item(s).
- You can get additional information about an item by holding your mouse pointer over the item name.
- To retrieve recent student fees that have been applied to your account, [click here](#).

Sophia General Items

District Activities

book rental	0.00	2015-07-24	Add
Lunch	20.00	2015-07-31	Add
Test	0.00	2015-07-24	Add
test	0.00	2015-07-24	Add
Middle School			
4. Class Ring	0.00	2015-07-24	Add

Continue

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Select the student you wish to make a payment for.

Enter the dollar amount you would like to deposit for each student.

Next, select the date in which you would like to deposit for each student.

Select "Add" and then select "Continue."

One-Time Payment

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ROUND LAKE PUBLIC SCHOOLS

Home Payment Options Advisory Services Special Services Account Settings **Logout**

Confirm your choices

Payment Method: Checking Account Number: *****3456 Routing Number: 672460719

This payment will debit your checking account on 2015-07-31

Lunch	Sophia	\$20.00
Convenience Fee		\$1.00
Total for 2015-07-31:		\$21.00

Please review the convenience fees associated with each payment. To process your payment, you must agree to pay the convenience fees listed above.

I have reviewed, and confirm that I accept the above listed convenience fee(s).

I decline paying all fees and want to cancel this payment.

[Back](#) [Submit](#)

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To complete the transaction, you will need to verify your payment information is correct and accept convenience fee(s).

Click "Submit."

One-Time Payment



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Home Payment Options Advisory Services Special Services Account Settings [Logout](#)

Receipt

Payment Method: Checking Account Number: *****3456 Routing Number: 672460719

This payment has been scheduled to debit your checking account on 2015-07-31

Lunch	Sophia	\$20.00
Convenience Fee		\$1.00
Total for 2015-07-31:		\$21.00

Reference Number: 6103612

Thank you for your payment. Please [print](#) this receipt for your records.

[Return to Main Menu](#)

2015-07-24 11:19:33 ET

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Please print your receipt for your records.

Pre-Authorized Payments

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Home Payment Options Advisory Services Special Services Account Settings Logout

Payment Options

- Make a Payment**
Towards school payment item(s)
- View Payment History**
Review history of payments made to school(s)
- Schedule a Pre-Authorized Payment** (indicated by a red arrow)
Setup a payment that occurs at regular intervals
- View Pre-Authorized Payment History**
Review history of pre-authorized payments
- Manage Pre-Authorized Payments**
Manage your scheduled pre-authorized payments

Advisory Services

- Low Meal Balance**
Setup payments for low meal balance(s)
- Student Fees**
Review outstanding and historical student fees.

Special Services

- Fund Raising**
Manage your fund raising items

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Manage your checking and credit card information

Your Student(s)

Name	Meal Balance	Updated
Sophia	\$285.02	4 years ago

Student(s) Low Meal Balance(s)

Recent Payments

Date	Method	Total
07/31/15	Checking (3456)	\$20.00

Scheduled Payments

You have no scheduled payments at this time.

Pre-Authorized Payment(s) Low Meal Balance(s)

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Once you have signed in to your e-Funds for Schools account, select **Schedule a Pre-Authorized Payment**, as shown by the red arrow above.

Pre-Authorized Payments



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Home Payment Options Advisory Services Special Services Account Settings Logout

Schedule Pre-Authorized Payments

Payment Method: Checking Account Number: *****3456 Routing Number: 672460719

- Make one payment for multiple students by selecting the tab with the child's name, and then adding the desired item(s).
- You can get additional information about an item by holding your mouse pointer over the item name.

- To retrieve recent student fees that have been applied to your account, [click here](#).

Sophia General Items

District Activities

book rental	0.00	2015-07-24	Add
Lunch	0.00	2015-07-24	Add
Test	15.00	2015-07-29	Add
test	0.00	2015-07-24	Add
<u>Middle School</u>			
4. Class Ring	0.00	2015-07-24	Add

Continue

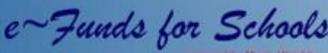
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Enter the dollar amount you would like to deposit for each student.

Next, select the date in which you would like to deposit for each student. Click Add.

Pre-Authorized Payments



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Home Payment Options Advisory Services Special Services Account Settings Logout

Schedule Pre-Authorized Payments

Payment Method: Checking Account Number: *****3456 Routing Number: 672460719

- Make one payment for multiple students by selecting the tab with the child's name, and then adding the desired item(s).
- You can get additional information about an item by holding your mouse pointer over the item name.

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Sophia General Items

District Activities

book rental

Lunch

Test

test

Middle School

4. Class Ring

Repeat options for 2015-07-24

Repeat Frequency: Weekly

Last Payment Date:

August 2015

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Add

Add

Add

Add

Payments for 2015-07-24 Pre-authorization Options		
Payment Item Name	Pay For	
Test	Sophia	\$15.00
Convenience Fee(s)		\$1.00
Total for 2015-07-24:		\$16.00

[Continue](#)

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After you have added the payment, a pop-up screen will appear. This screen allows you to repeat the payment on a weekly, bi-weekly, or monthly basis. You can also choose the last payment date (i.e. end of the semester or school year).

After you have entered in the **Repeat Frequency** AND **Last Payment Date**, select Continue.

Pre-Authorized Payments



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Confirm your choices

Payment Method: Checking Account Number: *****3456 Routing Number: 672460719

This payment will debit your checking account within 2 business days		
Test	Sophia	\$15.00
Convenience Fee		\$1.00
Total for 2015-07-24:		\$16.00

This payment will repeat weekly starting on 2015-07-31 and will stop on 2015-08-14 (additional payments detected click here for details)		
Test	Sophia	\$15.00
Convenience Fee		\$1.00
Total for 2015-07-31:		\$16.00

Please review the convenience fees associated with each payment. To process your payment, you must agree to pay the convenience fees listed above.

I have reviewed, and confirm that I accept the above listed convenience fee(s).
 I decline paying all fees and want to cancel this payment.

Back
Submit

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Verify that your payment information is correct and accept convenience fee(s).

Select Submit.

Pre-Authorized Payments



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[Home](#) [Payment Options](#) [Advisory Services](#) [Special Services](#) [Account Settings](#) [Logout](#)

Receipt

Payment Method: Checking Account Number: *****3456 Routing Number: 672460719

This payment will debit your checking account within 2 business days		
Test	Sophia	\$15.00
Convenience Fee		\$1.00
Total for 2015-07-24:		\$16.00
Confirmation Number: 6104059		

This payment has been scheduled to start on 2015-07-31 and will repeat weekly and will stop on 2015-08-14		
Test	Sophia	\$15.00
Convenience Fee		\$1.00
Total for 2015-07-31:		\$16.00
Reference Number: 53041		

Thank you for your payment. Please [print](#) this receipt for your records.

Return to Main Menu

2015-07-24 14:51:36 ET

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Please print this receipt for your records.

View Payment History



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Your Student(s)		
Name	Meal Balance	Updated
Sophia	\$285.02	4 years ago
Student(s)	Low Meal Balance(s)	

Recent Payments		
Date	Method	Total
07/31/15	Checking (3456)	\$20.00

Scheduled Payments	
You have no scheduled payments at this time.	
Pre-Authorized Payment(s)	Low Meal Balance(s)

After you have signed in to your e~Funds for Schools account, select **View Payment History**, as shown by the red arrow above.

View Payment History

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Payment History

View payments for Last 30 days

Date	Confirmation #	Payment Type	Amount	Status
2015-07-24	6104059	Online Checking	\$15.00	Processed
2015-07-13	6092143	Online Checking	\$10.00	Processed
2015-07-02	6088147	Online Checking	\$5.00	Processed

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Your past 30-day history will be displayed.

You can click on the drop-down menu on the right to view your payments for the current school year.



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