

THE ID/FOB CARD IS AUTOMATICALLY ACTIVE

Your student's ID/FOB card is automatically an active lunch card!

Your child can start buying lunch and snacks on the first day of school even if you did not put credit on the ID card!

There are simple and easy solutions to give you control over your child's purchases and to keep your account replenished automatically so you can avoid weekly reminder e-mails and telephone calls that you owe money.

How do I Set up Automatic Debits (Auto Replenishment)?

You can setup auto replenishment for any student linked to your account.

- (1) From the Dashboard screen, open the Menu and click the "Auto Replenishment" option.
- (2) Prior to setting up Auto Replenishment, you must have at least one payment method added to your account. If you have not yet added a payment method, open the Menu and click the "Payment Methods" option. Click "Add Payment Method" to add either an ACH account or a card. Auto Replenishment will be tied to whichever payment method you set as your default.
- (3) Return to the Auto Replenishment screen and establish the trigger balance amount, the amount you would like to add to the account, and when you would like Auto Replenish to stop (the expiration date).
- (4) Click "Save," read the terms and conditions, acknowledge the terms and conditions by putting a check mark in the box, and click "Save" again. You will be notified when the payment processes or alerted if we have any difficulties completing any payments.

How do I Set Up Email Notifications?

We have several email notifications you can opt to receive. After signing into PaySchools Central, open the Menu and select the "Notifications" option. You can turn notifications on or off as well as setup limits and or dates to receive notices. Click "Update" to save your preferences.

1.

Register with Payschoolscentral to create an account

Call the Payschoolscentral Parent Support Help Line @ 800-572-6642 and speak directly to a customer service professional to help you set up your user name and password. You can also access PayForIt.net from the Mahwah School Homepage under Popular links located at the upper right hand side of the page.

By doing this you now have the ability to view your child's account and see what they have been buying. You can also confirm any deposits you have put on the account. Best of all you can set up a replenishment option that will deposit money when the account gets too low.

2.

Create a Replenishment Option!

By creating a replenishment option you eliminate the guesswork when it comes to how much is left on your child's account, **and** you will never be surprised by a Negative Balance Letter in the mail! See the attached flyer "Go Cashless" for more details!

Of course cash and checks to deposit in your child's account are always accepted. Make checks payable to the *Mahwah Board of Education Cafeteria Account*, and please write your child's name and ID# on the check.

3.

Talk with the Food Service Manager to put restrictions on the account.

There are times when you may want to limit how much your child spends in a day, or what you feel they should or shouldn't eat. This can very easily be done by calling the Food Service Manager @ 201-762-2338. We will help you with all your questions.

