

## QuikApps Parent Experience

*Electronic Free or Reduced Meal Application Tracking*

To create a parent or emancipated student user account for access to QuikApps, click the “Register” link on the site’s webpage. The “Forgot Password” link allows the user to reset their password.



The image shows the login page for PaySchools Admin. At the top left is the PaySchools Admin logo. Below it are two input fields: one for 'username' and one for 'password'. To the right of the password field is a blue circular 'Login' button. At the bottom of the form are three links: 'Register', 'Forgot Password', and 'Help'.

### New User Registration

Clicking the “Register” link brings up a screen that allows the user to select whether they are a Student or a Parent. A student user account should only be created by an emancipated child.



The image shows the registration page for PaySchools Admin. At the top left is the PaySchools Admin logo. Below it is the text 'Select the type of user you would like to register.' followed by a dropdown menu labeled 'I am a:'. The dropdown menu is open, showing options: '-Select-', 'Student', and 'Parent'. To the right of the dropdown is a blue 'Next' button. At the bottom left is a link 'Back to Sign In'.

The next screen is where the user will enter their First Name, Last Name, Email ID, password, and create a Security Question to verify the user's identity when a password reset is requested. Note that the password must conform to the security requirements specified.



The registration form for PaySchools Admin includes the following fields and content:

- Your First Name:** Mom
- Your Last Name:** Test
- Email Id:** Testing@mom.com
- Password:** [masked with 7 dots]
- Confirm Password:** [masked with 7 dots]
- Security Question:** dog name
- Security Answer:** [masked with 3 dots]
- Confirm Answer:** [masked with 3 dots]

Below the fields, a note states: "Password must contain a number, a lowercase letter, an uppercase letter, and be between 8 and 20 characters long."

Navigation buttons: [Previous](#) and [Finish](#)

When complete, click "Finish" to be redirected back to the site's login screen.

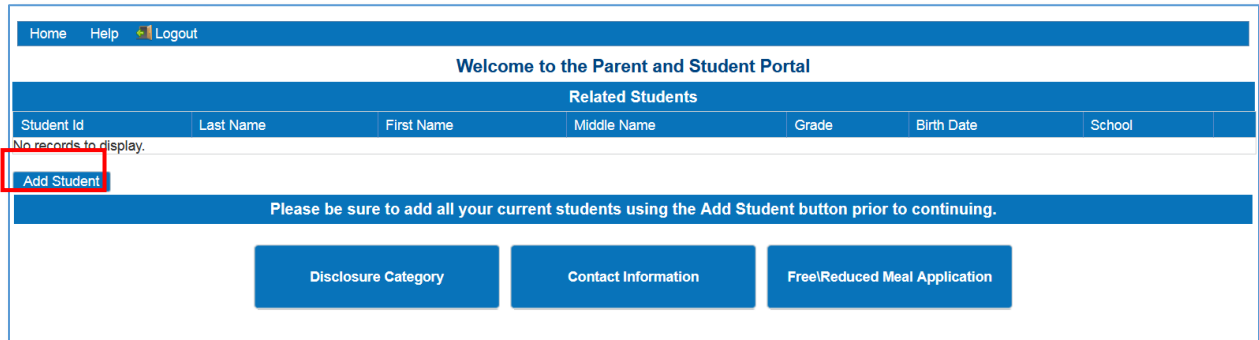


The login screen for PaySchools Admin features the following elements:

- PaySchools Admin logo**
- Email field:** Testing@mom.com
- Password field:** password
- Login button:** A blue circular button with the text "Login".
- Footer links:** [Register](#) | [Forgot Password](#) | [Help](#)

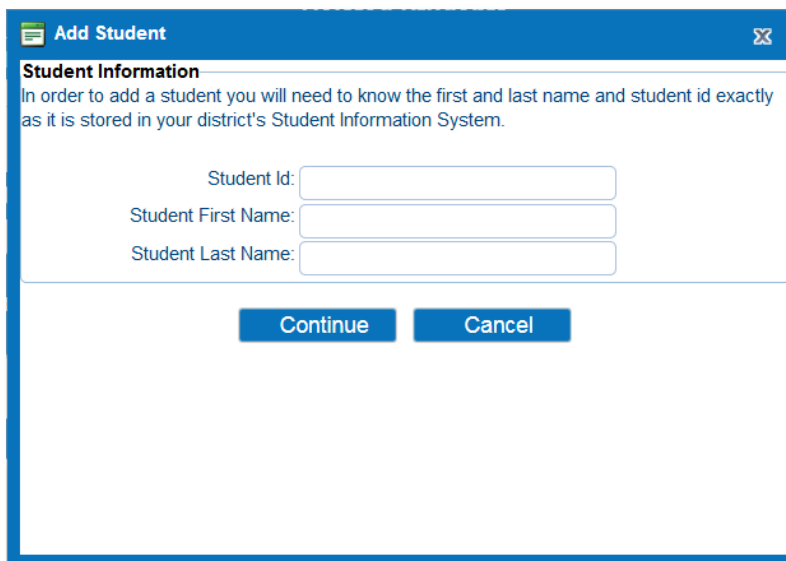
## Related Students

The Portal home page lists all students related to the parent in PaySchools Admin. To add additional family members, click “Add Student” to search for other family members that are students. If the user is registered as a student, the option to add additional members is not available.



The screenshot shows the 'Parent and Student Portal' interface. At the top, there are navigation links for 'Home', 'Help', and 'Logout'. Below this is a welcome message: 'Welcome to the Parent and Student Portal'. The main section is titled 'Related Students' and contains a table with columns for 'Student Id', 'Last Name', 'First Name', 'Middle Name', 'Grade', 'Birth Date', and 'School'. The table is currently empty, with the text 'No records to display.' below it. A red box highlights the 'Add Student' button located below the table. Below the table, there is a blue banner with the text: 'Please be sure to add all your current students using the Add Student button prior to continuing.' At the bottom, there are three buttons: 'Disclosure Category', 'Contact Information', and 'Free/Reduced Meal Application'.

In the pop-up screen, enter the student’s Student ID, first name, and last name as your students were enrolled with the district.



The screenshot shows the 'Add Student' pop-up screen. The title bar reads 'Add Student' with a close button. The main heading is 'Student Information'. Below the heading, there is a message: 'In order to add a student you will need to know the first and last name and student id exactly as it is stored in your district’s Student Information System.' There are three input fields: 'Student Id:', 'Student First Name:', and 'Student Last Name:'. At the bottom, there are two buttons: 'Continue' and 'Cancel'.

The newly added student will now appear in the grid. Repeat the Add Student Process until all students are listed on the screen. Click on “Contact Information” to verify/update information.

**Welcome to the Parent and Student Portal**

Related Students						
Student Id	Last Name	First Name	Middle Name	Grade	Birth Date	School
401109	Brown	Bradley		1		Anywhere USA Elementary
401576	Brown	Jada	Helene	6		Anywhere USA MS
289630	Brown	Lisa	Breann	12		Anywhere USA HS

[Add Student](#)

Please be sure to add all your current students using the Add Student button prior to continuing.

Disclosure Category

Contact Information

Free/Reduced Meal Application

## Contact Information

The user is required to enter or update contact information prior to completing an application. The address information is required. Email is pre-populated based on the Email Id of the portal account. The phone number is optional.

**Contact Information** ✕

**Enter / Confirm Contact Information**

Please enter your contact information and preferred delivery method.

Preferred Delivery Method:

Address:

City / State / Zip:

Email Address:

Phone Number:

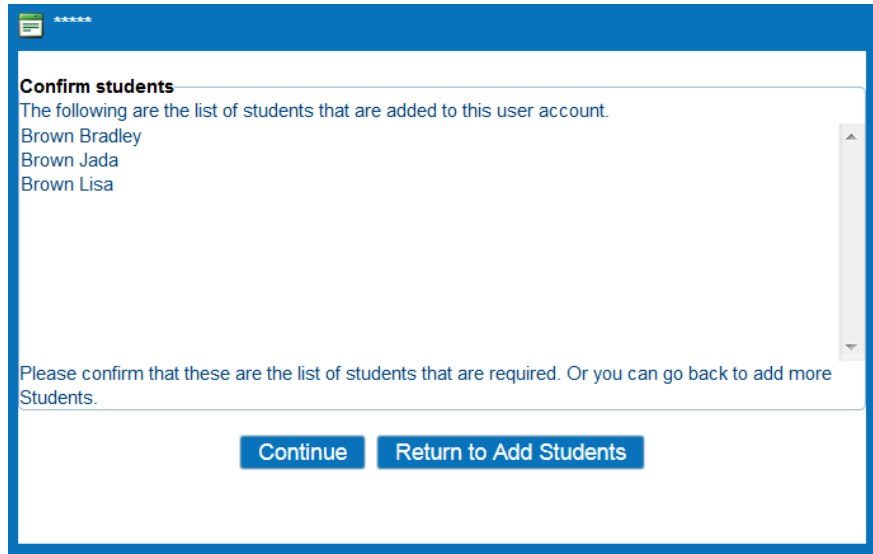
## Entering a New Application

When the Contact Information has been saved, the user can now click on the “Free/Reduced Meal Application” button to enter a new application or edit an existing

application. The user will be prompted to verify/update their Contact Information if not previously updated. In the example, there are no existing applications so a new application will be entered. When creating a new application, the first step is to confirm

ALL students in the family have been entered. If needed you may click the “Return to add Students” button. All students need to be added prior to entering the application.

If all students are listed then Click Continue.



When Return to Add Students button is chosen the user is sent back to this screen to add additional enrolled students to the family. When finished, click the Free/Reduced Meal application button.

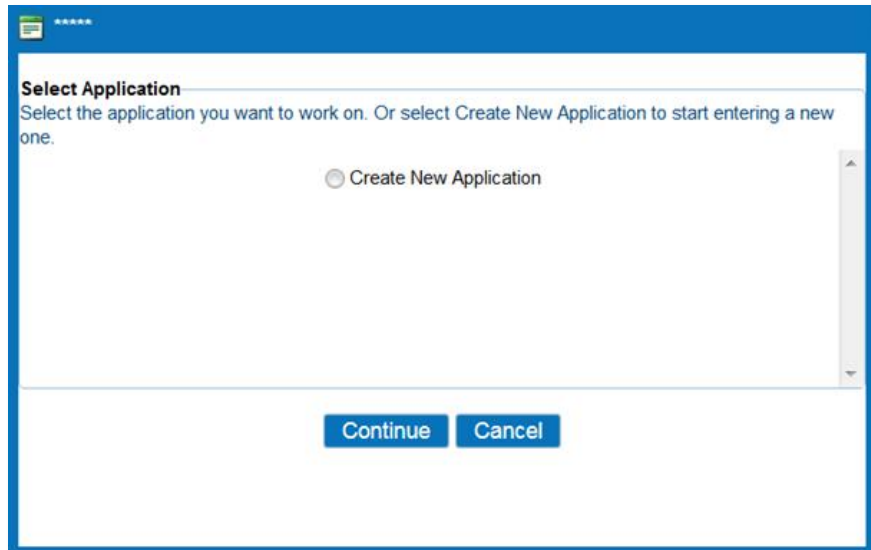
Welcome to the Parent and Student Portal							
Related Students							
Student Id	Last Name	First Name	Middle Name	Grade	Birth Date	School	
401109	Brown	Bradley		1		Anywhere USA Elementary	✘
401576	Brown	Jada	Helene	6		Anywhere USA MS	✘
289630	Brown	Lisa	Breann	12		Anywhere USA HS	✘

[Add Student](#)

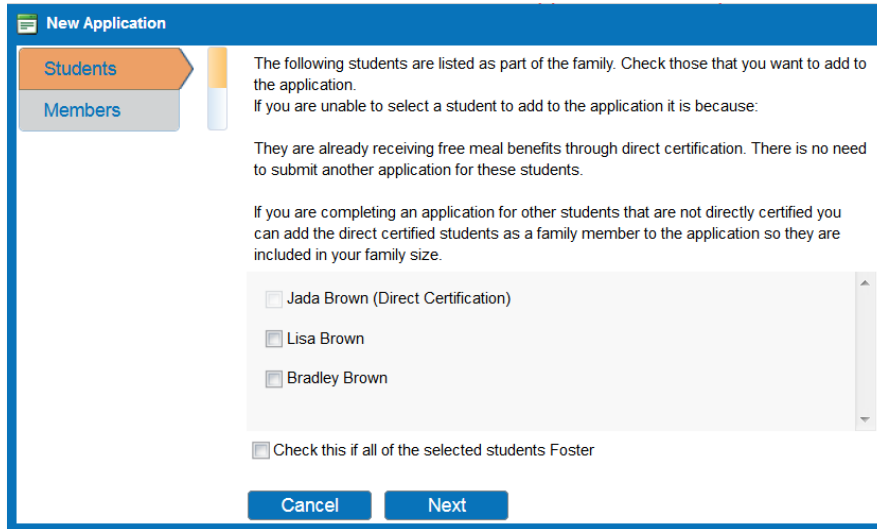
Please be sure to add all your current students using the Add Student button prior to continuing.

[Disclosure Category](#) [Contact Information](#) [Free/Reduced Meal Application](#)

On the Select Application screen, click Create New Application.



On the Students screen, all patrons who are part of the family are listed. Checking the box next to the name will add them to the new application the user is creating. If the user does not select a patron here, they will need to edit the application later to add the patron. If a student has already been set by a district Administrator as Direct Certification, those students will need to be added to the Members to be counted on an Income based Application. Any questions concerning Direct Certified students, the user should contact the district.



**New Application**

**Students**

**Members**

The following students are listed as part of the family. Check those that you want to add to the application.  
If you are unable to select a student to add to the application it is because:

They are already receiving free meal benefits through direct certification. There is no need to submit another application for these students.

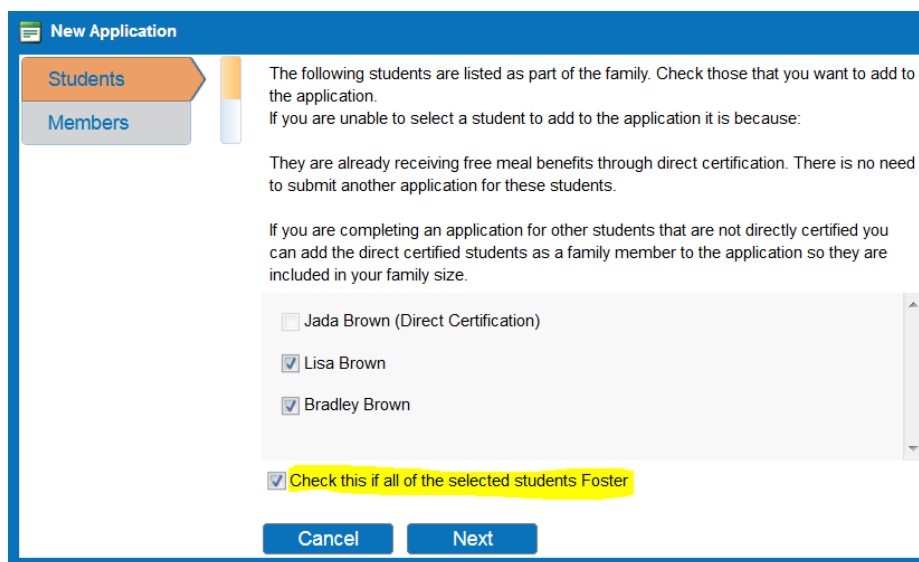
If you are completing an application for other students that are not directly certified you can add the direct certified students as a family member to the application so they are included in your family size.

- Jada Brown (Direct Certification)
- Lisa Brown
- Bradley Brown

Check this if all of the selected students Foster

**Cancel** **Next**

If ALL students in your family are Foster children, please check this box. In the event not all students are Foster simply select your students and click Next. You will have the ability later to select Foster on individual students.



**New Application**

**Students**

**Members**

The following students are listed as part of the family. Check those that you want to add to the application.  
If you are unable to select a student to add to the application it is because:

They are already receiving free meal benefits through direct certification. There is no need to submit another application for these students.

If you are completing an application for other students that are not directly certified you can add the direct certified students as a family member to the application so they are included in your family size.

- Jada Brown (Direct Certification)
- Lisa Brown
- Bradley Brown

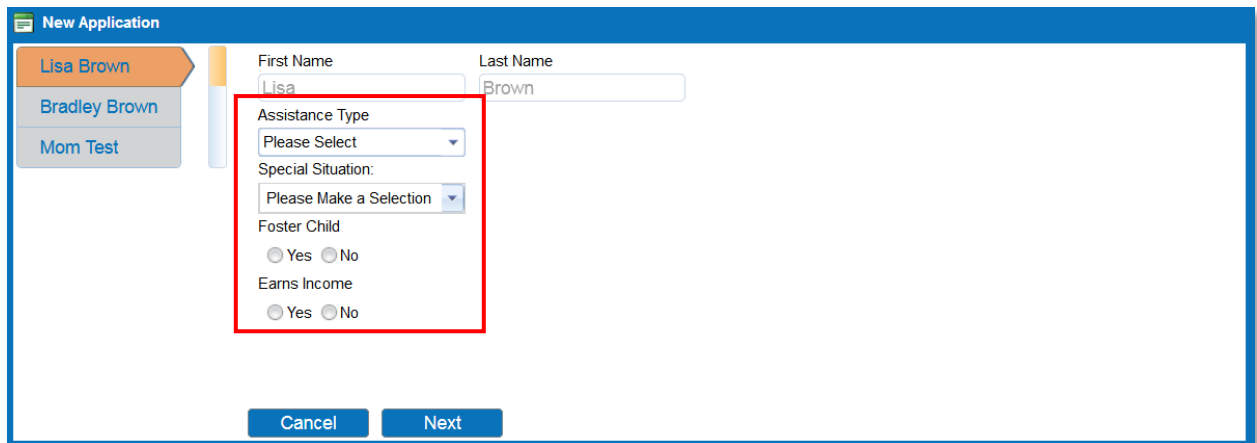
Check this if all of the selected students Foster

**Cancel** **Next**

On the Members screen, the parent creating the application is included on the application by default. Additional guardians or members of the family that were included on prior applications will be listed on this screen. In the example, Mom Test is the only guardian.

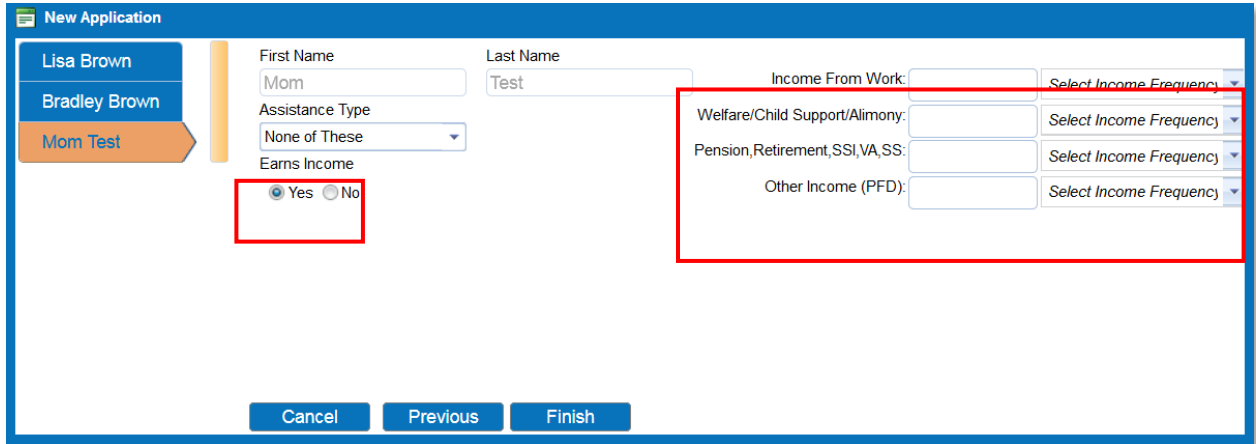


The next screen contains required information for the student. The assistance type, any special situation, foster child status and income are entered here. All fields must have a response in order to proceed to the next screen.

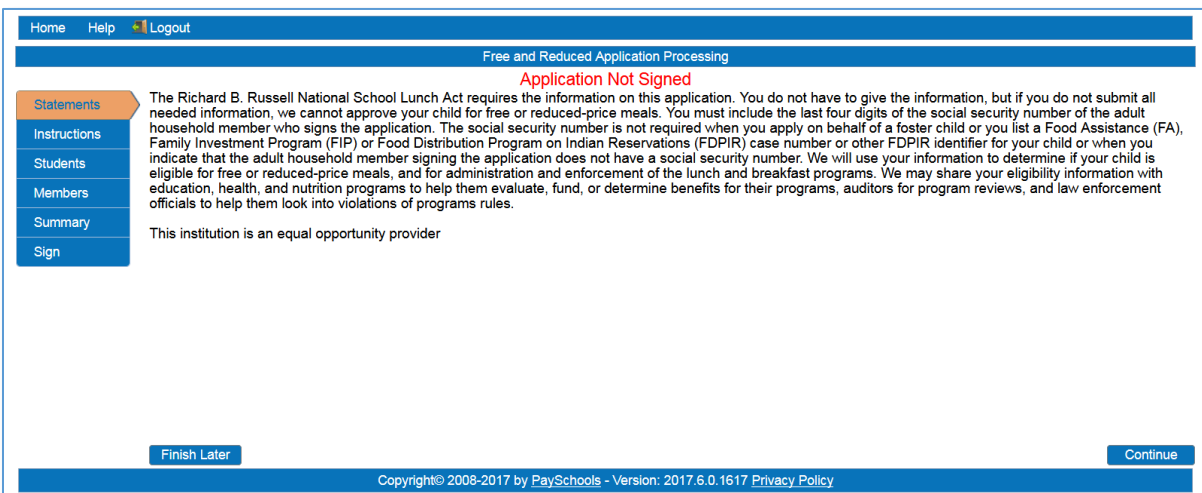


The guardian entry screen contains required information for the guardian. To enter income, click “Yes” by “Earnings Income”. The user must enter the amounts and frequency for at least one income category and specify a frequency. The frequency selections are weekly, every two weeks, twice monthly, monthly and annual if the option is selected.





After clicking “Finish”, the screen displays the required statements associated with the application process.



The Instructions screen contains detailed information on how to correctly report benefits and income, along with a detailed definition of each benefit/income type. This information is contained in the application in window with a scroll bar. All details have been listed from that window. A link for translated Applications is listed at the bottom of the instructions.

Application Not Signed

**Instructions**

**INSTRUCTIONS FOR APPLYING**  
Please read this in it's entirety before proceeding

**A HOUSEHOLD MEMBER IS ANY CHILD OR ADULT LIVING WITH YOU.**

**IF ANY HOUSEHOLD MEMBER RECEIVES BENEFITS FROM SNAP, TANF, OR FDIPIR, AND THAT FAMILY MEMBER IS A STUDENT FOLLOW THESE INSTRUCTIONS:**  
Go to Students: Make sure the student(s) receiving benefits from an Assistance Program have their case numbers entered and all students in the family are listed.  
Go to Household Members: If not already listed, add the household member who will be electronically signing the application. You do not need to enter income information.  
Go to Sign Application: Sign the form. The last four digits of a Social Security Number are not necessary, you can select No SSN. Contact information is optional but recommended if we need to contact you.

**IF ANY HOUSEHOLD MEMBER RECEIVES BENEFITS FROM SNAP, TANF, OR FDIPIR, AND THAT FAMILY MEMBER IS NOT A STUDENT FOLLOW THESE INSTRUCTIONS:**  
Go to Students: Make sure all students in the family are listed. You do not need to enter income information for students.  
Go to Household Members: If not listed, add the family member who is receiving the benefits and add them including their case number.  
Go to Sign Application: Sign the form. The last four digits of a Social Security Number are not necessary you can select No SSN. Contact information is optional but recommended if we need to contact you.

**IF NO ONE IN YOUR HOUSEHOLD GETS SNAP, TANF, OR FDIPIR BENEFITS AND IF ALL CHILDREN IN THE HOUSEHOLD ARE HOMELESS, A MIGRANT OR RUNAWAY FOLLOW THESE INSTRUCTIONS:**  
Go to Students: Make sure all students in the family are listed. Indicate which of the above situation applies to each student. You do not need to enter income information.  
Go to Household Members: Add the household member who will be electronically signing the application. You do not need to enter income information.  
Go to Sign Application: Sign the form. The last four digits of a Social Security Number are not necessary you can select No SSN. Contact information is optional but recommended if we need to contact you. Contact the school liaison for further assistance.

**IF NO ONE IN YOUR HOUSEHOLD GETS SNAP, TANF, OR FDIPIR BENEFITS AND IF ANY, BUT NOT ALL, OF THE CHILDREN IN YOUR HOUSEHOLD ARE HOMELESS, A MIGRANT OR RUNAWAY FOLLOW THESE INSTRUCTIONS:**  
Go to Students: Make sure all students in the family are listed. Indicate which of the above situation applies to the student. If the child earns a steady income enter that information.

Go to Household Members: Add the household member who will be electronically signing the application. You do not need to enter income information.  
Go to Sign Application: Sign the form. The last four digits of a Social Security Number are not necessary you can select No SSN. Contact information is optional but recommended if we need to contact you.

**IF NO ONE IN YOUR HOUSEHOLD GETS SNAP, TANF, OR FDIPIR BENEFITS AND IF NO CHILD IS HOMELESS, A MIGRANT OR RUNAWAY, AND IF ANY, BUT NOT ALL CHILDREN ARE FOSTER CHILDREN FOLLOW THESE INSTRUCTIONS:**  
Go to Students: Make sure all students in the family are listed. Indicate which student(s) is a foster child. If the student earns a steady income enter that information.  
Go to Household Members: Enter all household members that are not students. Enter any steady income received for each family member.  
Go to Sign Application: Sign the form and list the last four digits of their Social Security Number or mark No SSN if you do not have one. Contact information is optional but recommended if we need to contact you.

**ALL OTHER HOUSEHOLDS, INCLUDING WIC HOUSEHOLDS, FOLLOW THESE INSTRUCTIONS:**  
Go to Students: Make sure all students in the family are listed. If the child earns a steady income enter that information.  
Go to Household Members: Enter all household members that are not students. Enter any steady income received for each family member.  
Go to Sign Application: Sign the form and list the last four digits of their Social Security Number or mark No SSN if you do not have one. Contact information is optional but recommended if we need to contact you.

**DEFINITIONS OF INCOME**

**Income Of A Child**  
Only include income if it is from a steady source. Occasional babysitting or odd jobs should not be included.

**Income From Work**  
Wages, salaries, tips, commissions  
Net income from self-owned business and farms  
Strike benefits, unemployment compensation, and worker's compensation  
Welfare, Child Support, Alimony

Public assistance payments/welfare benefits (e.g., TANF, General Assistance, General Relief)  
Alimony or child support payments  
Note: Benefits under SNAP and FDIPIR are not counted as income.  
Pension, Retirement, SSI, VA, Social Security  
Pensions, retirement income, veterans' benefits  
Social security  
Supplemental security income  
Disability benefits  
Other Income  
Net rental income, annuities, net royalties  
Interest, dividend income  
Cash withdrawn from savings; income from estates, trusts and/or investments  
Regular contributions from persons not living in the household  
Any other money that may be available to pay for the child(ren)'s meals

If you would like a paper application, please contact your district administration office.

Translated applications can be found [here](#).

[Finish Later](#) [Continue](#)





The Students screen lists the students that will be included in the current application. On this screen, clicking the Pencil icon will allow the user to edit the student's information. Clicking the X will allow you to remove the student from your application.

Free and Reduced Application Processing

**Application Not Signed**

Verify all **students that are part of the family and attend the school district you are applying to** are listed below and all the information about them is correct.

Add Available Student | Add New Student

Id	Name	Grade	School	Categorical?	Income?	Foster?	Other Source?	
289630	Brown, Lisa	12	Anywhere USA HS	No	No	No	No	 
401109	Brown, Bradley	1	Anywhere USA Elementary	No	No	No	No	 

[Finish Later](#)

[Previous](#)
[Continue](#)

The “Add Available Student” button will add additional Students from the family to the application. The student will need to be added to the family first. If all students are not listed, click on the Add New Student button. After adding additional students, click the Add Available Student”. In this example all students in the family are already on the current application.

**Add Additional Students** ✕

**Available Students**

- Jada Brown (Direct Certification)
- Lisa Brown (On Application)
- Bradley Brown (On Application)

[Add Selected](#)

In the Edit screen, the user must click “Update” before clicking “Continue” to save any updated information.

Free and Reduced Application Processing

**Application Not Signed**

Verify all **students that are part of the family and attend the school district you are applying to** are listed below and all the information about them is correct.

Id	Name	Grade	School	Categorical?	Income?	Foster?	Other Source?		
289630	Brown, Lisa	12	Anywhere USA HS	No	No	No	No		

First Name:  Last Name:

Assistance Type:

Special Situation:

Foster Child:  Yes  No

Earns Income:  Yes  No

The Member screen allows for editing member information and adding additional members. Make sure to include any non-district and Direct Certified students as part of the members. Once completed click Continue.

Free and Reduced Application Processing

**Application Not Signed**

Verify all household members **that are not students in the school district you are applying to** are listed below and all the information about them is correct. Be sure to include the person who will be signing the application.

Name	Earnings	Welfare...	Pension...	Other	Categorical?		
Test, Mom	500 Every Two Weeks	None	None	None	None		

The summary page will require the user to verify and confirm the household size and income for the family by checking the box then Continue.

Free and Reduced Application Processing

**Application Not Signed**

Please confirm the details below. Click Previous to make any changes or Continue to sign.  
 By checking this BOX, you certify that 4 people are in your household and all family income is listed.

<p><b>Family Members</b></p> <p>Mom Test</p> <p><b>Income Information</b></p> <p>Income: \$500.00 / Every Two Weeks</p> <p>Jada Brown</p>	<p><b>Students</b></p> <p>Lisa Brown</p> <p>Bradley Brown</p>
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Once all students, members, and guardians have been added to the application and verified, it is ready to be electronically signed. The logged in user will be selected as the signer. On an income based application, the user must enter the last four digits of their Social Security number or click the checkbox “No SSN/Not Applicable”.

The user can choose which language they prefer, English or Spanish. This will cause any correspondence regarding this application to be generated in the chosen preferred language, when available.

The user must enter the password they specified when they registered for their account. This confirms them as the electronic signer of the application. Clicking “Sign” completes the process.

Free and Reduced Application Processing

**Application Not Signed**

You MUST click Sign to complete your application.

Signer: **Mom Test**

Last 4 of SSN: \*\*\*-\*\*-  No SSN/Not Applicable

Preferred Language:

**Electronic Signature**

By entering **my password** below I certify (promise) that all the information on this application is true and that all income is reported. I understand that the school will get Federal funds based on the information I give. I understand that school officials may verify (check) the information I give. I understand that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted.

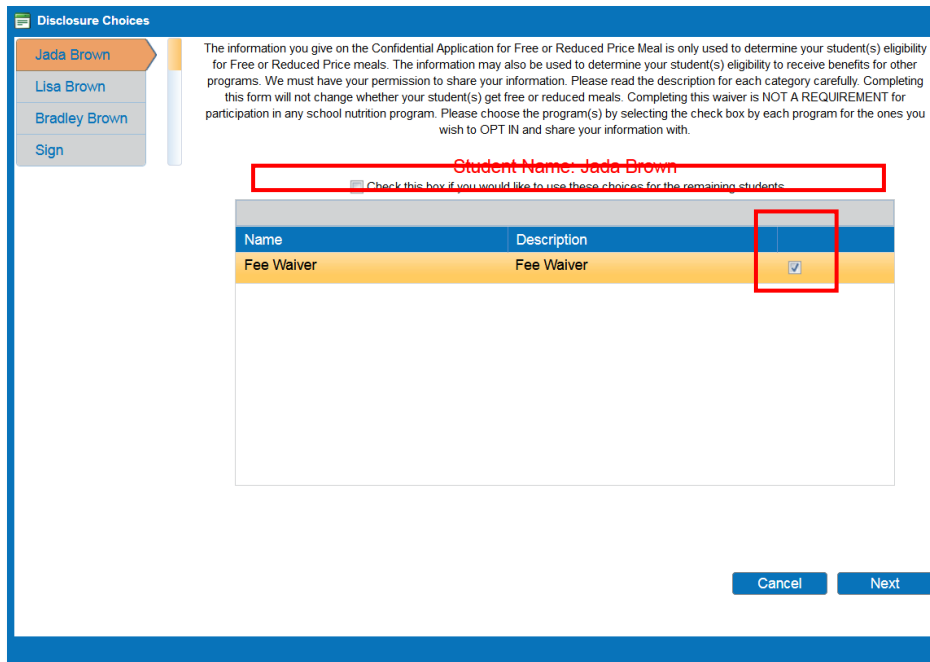
Password:

## Disclosure Choices

Once the application has been electronically signed, the user is prompted to make Disclosure Choices if they have been defined in the system by their district administrator.

The user can select the program(s) they would like to disclose meal status information to by checking the box next to the program. Please read the screen carefully as some States and Districts require that the parent OPT OUT instead of OPT IN. Opting Out lets your district know you do not wish to Share.

The user can also use the selected choices for all remaining students on the application by checking the box indicated in red below.



**Disclosure Choices**

Jada Brown  
Lisa Brown  
Bradley Brown  
Sign

The information you give on the Confidential Application for Free or Reduced Price Meal is only used to determine your student(s) eligibility for Free or Reduced Price meals. The information may also be used to determine your student(s) eligibility to receive benefits for other programs. We must have your permission to share your information. Please read the description for each category carefully. Completing this form will not change whether your student(s) get free or reduced meals. Completing this waiver is NOT A REQUIREMENT for participation in any school nutrition program. Please choose the program(s) by selecting the check box by each program for the ones you wish to OPT IN and share your information with.

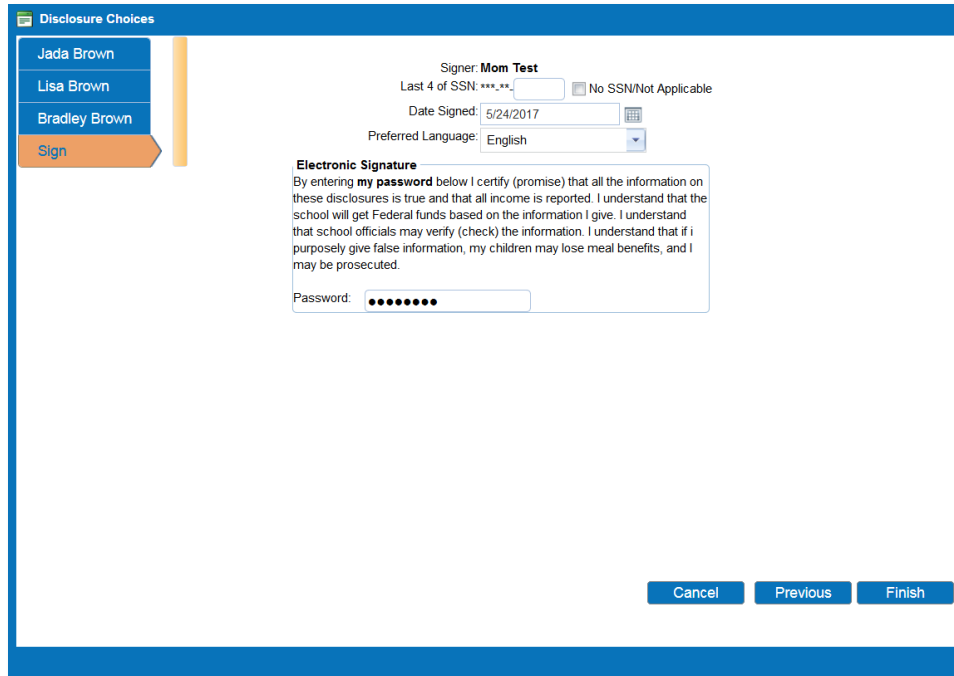
Student Name: Jada Brown

Check this box if you would like to use these choices for the remaining students.

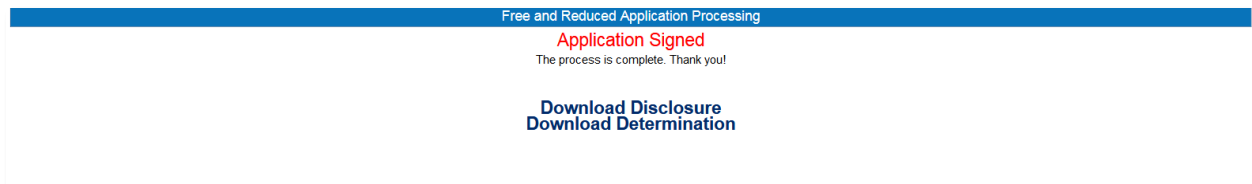
Name	Description	
Fee Waiver	Fee Waiver	<input checked="" type="checkbox"/>

Cancel Next

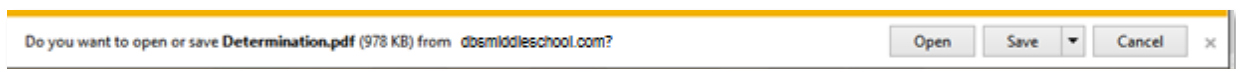
The user will then be required to electronically sign the Disclosure Choices then click Finish.



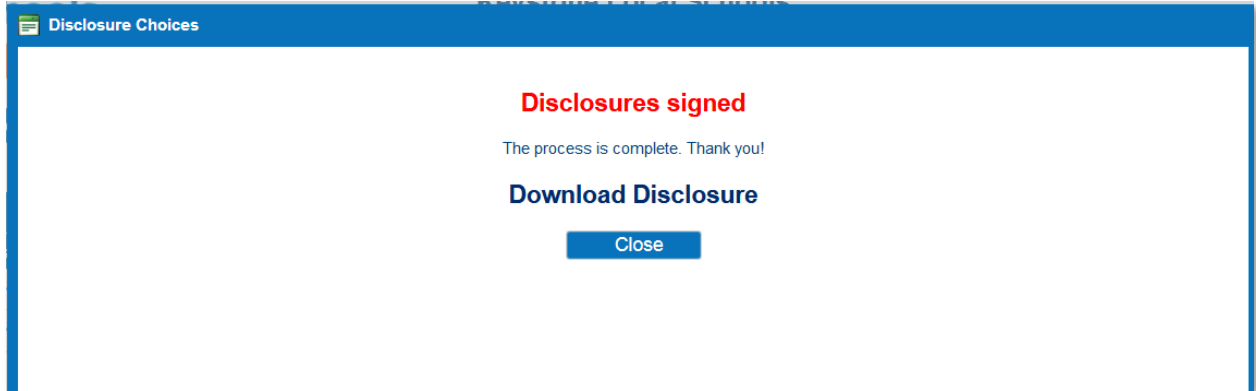
The Confirmation screen shows the application was successfully signed along with the date and timestamp of the signature. At this point, the application is complete and the user can download the Disclosure Letter by clicking “Download Disclosure” and/or the Determination Letter by clicking the “Download Determination” link.



The user will be prompted to open or save the letter.



If the user ONLY entered Disclosure choices for their children, the following screen will display to download the Discloser Choice Letter. The user is not required to enter a Free and Reduced Application to complete the disclosure choices.



This is an example of the Disclosure Letter that will be generated for the user's records.



7/21/2015

Jane Smith  
1234 Anywhere St  
Anywhere, CO 80000

Your disclosure options are listed below. You can change your choices at any time by contacting:

Mary Walker, Administrator  
1234 First St  
Anywhere, CO 80000  
mary.walker@dbsschooldistrict.org

Student Id	Name	School
44444	Alexandria Smith	DBS Middle School
Opt In Opt Out	2016 DBS School District (Bus transportation fee, Band, Drama)	
55555	Joe Smith	DBS Preschool
Opt In Opt Out	2016 DBS School District (Bus transportation fee)	

At any time in the future, the user can log back in to the portal account and modify the choices for the Disclosure categories by clicking the “Disclosure Category” Button. The previous selections will be displayed and can be modified as needed. The user will be required to re-sign to complete the new selections chosen.

Disclosure Category

Contact Information

Free/Reduced Meal Application

**Disclosure Choices**

Jada Brown  
Lisa Brown  
Bradley Brown  
Sign

The information you give on the Confidential Application for Free or Reduced Price Meal is only used to determine your student(s) eligibility for Free or Reduced Price meals. The information may also be used to determine your student(s) eligibility to receive benefits for other programs. We must have your permission to share your information. Please read the description for each category carefully. Completing this form will not change whether your student(s) get free or reduced meals. Completing this waiver is NOT A REQUIREMENT for participation in any school nutrition program. Please choose the program(s) by selecting the check box by each program for the ones you wish to OPT IN and share your information with.

**Student Name: Jada Brown**

Check this box if you would like to use these choices for the remaining students

Name	Description	
Fee Waiver	Fee Waiver	<input checked="" type="checkbox"/>

Cancel Next

This is an example of the Determination Letter that will be generated for the user's records.

7/21/2015

Jane Smith  
1234 Anywhere St.  
Anywhere, CO 80000

PLEASE KEEP THIS LETTER FOR YOUR RECORDS. If a duplicate letter is required, one may be provided for a fee of \$3.00 and must be picked up at the Nutrition Office at 10850 E. Woodman Rd., Falcon, Co 80831. An emailed copy can be sent at no charge. Students approved for reduced price meals in grades Pre-school to fifth will receive lunch at no charge for the 2014-2015 school year. Students approved for reduced price meals in grades 6-12 will be charged \$.40 for lunch. All students approved for reduced price meals will receive free breakfast, where breakfast is served, for the 2015-2016 school year.

If you do NOT want your child(ren) to receive Free meals or have questions, please contact James Dobbs at 555-555-3333

If you have any questions about this decision, please call: Carol Walker

If your application was denied, you may reapply for benefits at any time during the school year. If you are not eligible now, but have a decrease in income, an increase in household size, or qualify for food stamps, you may complete another application at that time.

Name	Benefit Level	Reason
Alexandria Smith (44444) - (DBS Middle School)	Free	Income Within Limits
Joe Smith (55555) - (DBS Preschool)	Free	Income Within Limits

If you still do not agree with the decision, and would like to appeal, you may discuss it with a school official, Mrs. Jones, at 555-555-2121

Sincerely,

Carol Walker  
DBS School District  
5432 E. School St.  
Anywhere, CO 80000  
555-555-2222

\*Categorical - Someone in the family is receiving federal or state assistance

\*\*Other Source - The child is foster, homeless, migrant, runaway or part of a Head Start program.

**Non-Discrimination Statement:**

This explains what to do if you believe you have been treated unfairly. "In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). USDA is an equal opportunity provider and employer.

Clicking the "Home" button on the menu will return the user back to the original screen.

Home Help Logout

Welcome to the Parent and Student Portal

Related Students

Student ID	Last Name	First Name	Middle Name	Grade	Birth Date	School	
401109	Brown	Bradley		1		Anywhere USA Elementary	✕
401576	Brown	Jada	Helene	6		Anywhere USA MS	✕
289630	Brown	Lisa	Breann	12		Anywhere USA HS	✕

Add Student

Please be sure to add all your current students using the Add Student button prior to continuing.

Disclosure Category    Contact Information    Free/Reduced Meal Application

Clicking the Free/Reduced Meal Application button will allow the user to create a new application or view the signed application.

\*\*\*\*\*

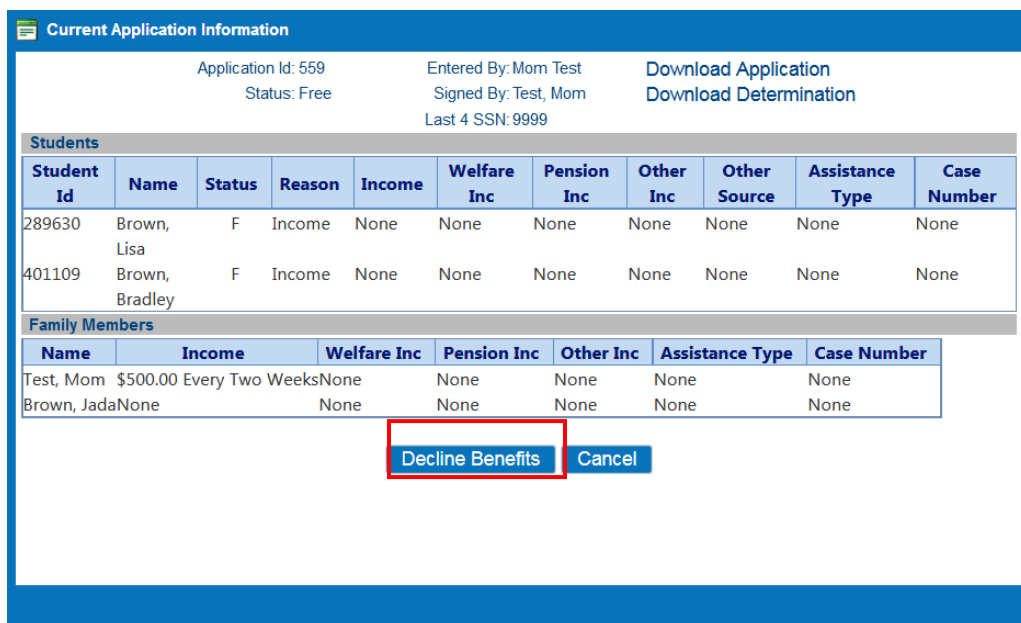
### Select Application

Select the application you want to work on. Or select Create New Application to start entering a new one.

- Application Signed On: 5/16/2017 3:01:00 AM
- Create New Application

Continue    Cancel

When a signed application is chosen, the application’s information screen is displayed. This screen shows the students included on the application, the determination status, and member income information. By clicking on the links in the upper right corner of the screen, the user can print the application, determination letter, or disclosure letter. At a later date, the user may choose to decline benefits based on this application. Clicking the “Decline Benefits” button will cause this application to be disregarded when determining the student’s meal status.



**Current Application Information**

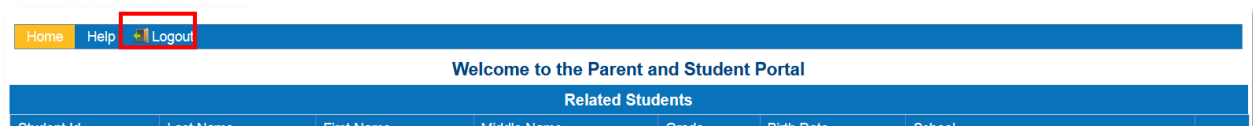
Application Id: 559      Entered By: Mom Test      Download Application  
 Status: Free      Signed By: Test, Mom      Download Determination  
 Last 4 SSN: 9999

Students										
Student Id	Name	Status	Reason	Income	Welfare Inc	Pension Inc	Other Inc	Other Source	Assistance Type	Case Number
289630	Brown, Lisa	F	Income	None	None	None	None	None	None	None
401109	Brown, Bradley	F	Income	None	None	None	None	None	None	None

Family Members						
Name	Income	Welfare Inc	Pension Inc	Other Inc	Assistance Type	Case Number
Test, Mom	\$500.00 Every Two Weeks	None	None	None	None	None
Brown, Jada	None	None	None	None	None	None

The user can click “Logout” to end the session.



Home    Help    **Logout**

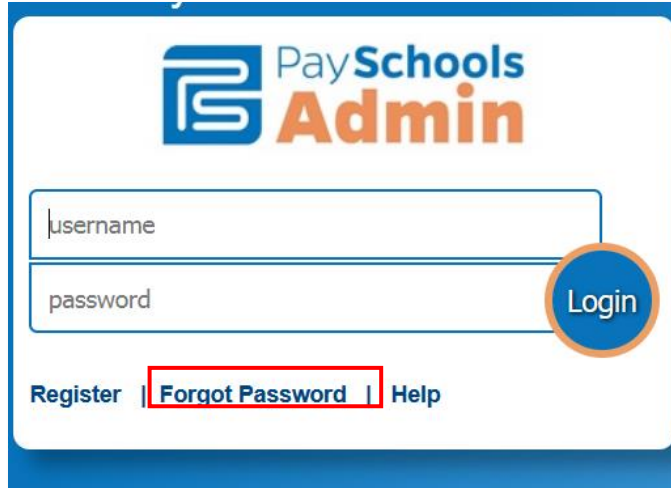
Welcome to the Parent and Student Portal

Related Students

Student Id	Last Name	First Name	Middle Name	Grade	Birth Date	School
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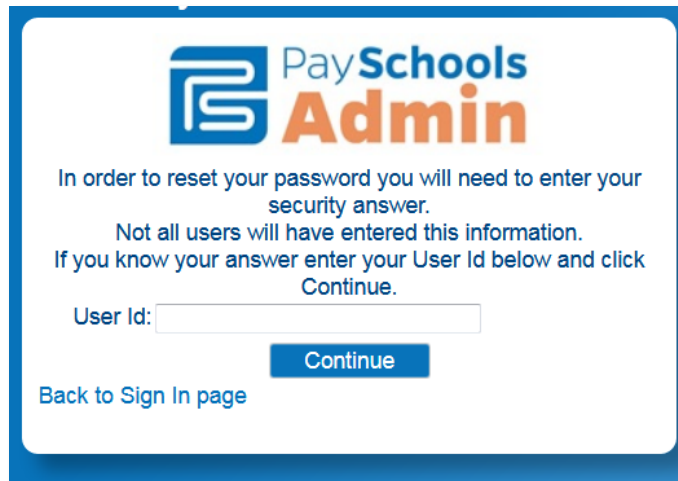
## Password Recovery

If the user has forgotten their password, they can click “Forgot Password” from the main login screen to start the reset process.



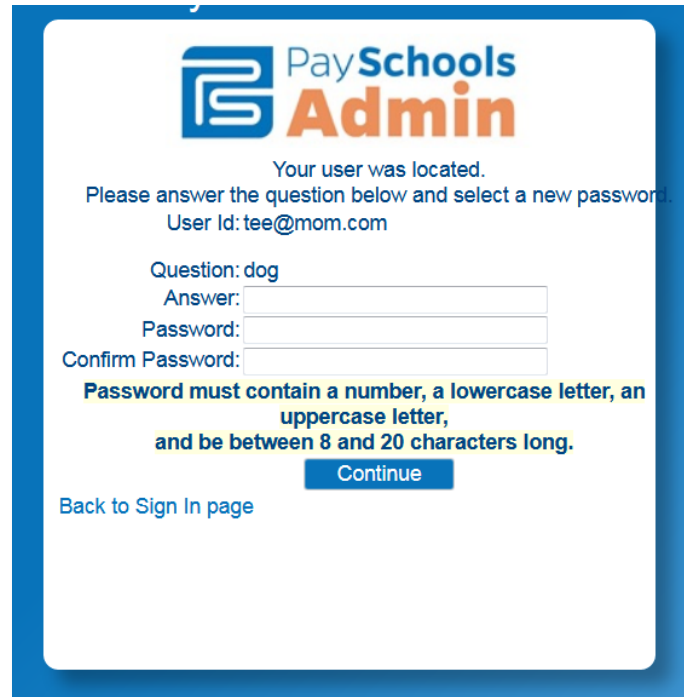
The image shows the login page for PaySchools Admin. At the top left is the PaySchools logo, a stylized 'PS' in a blue square, followed by the text 'PaySchools Admin' where 'PaySchools' is in blue and 'Admin' is in orange. Below the logo are two input fields: the first is labeled 'username' and the second is labeled 'password'. To the right of the password field is a blue circular button with the word 'Login' in white. At the bottom of the form, there are three links: 'Register', 'Forgot Password' (which is highlighted with a red rectangular border), and 'Help'.

The user is prompted to enter their user ID.



The image shows the 'Forgot Password' screen for PaySchools Admin. At the top left is the PaySchools logo, a stylized 'PS' in a blue square, followed by the text 'PaySchools Admin' where 'PaySchools' is in blue and 'Admin' is in orange. Below the logo, there is a paragraph of text: 'In order to reset your password you will need to enter your security answer. Not all users will have entered this information. If you know your answer enter your User Id below and click Continue.' Below this text is a label 'User Id:' followed by an input field. Below the input field is a blue button with the word 'Continue' in white. At the bottom left of the form, there is a link that says 'Back to Sign In page'.

Once the user name is confirmed, the next screen prompts the user to enter the answer to the security question they entered when first creating the account and a new password is entered.



**PaySchools Admin**

Your user was located.  
Please answer the question below and select a new password.  
User Id: tee@mom.com

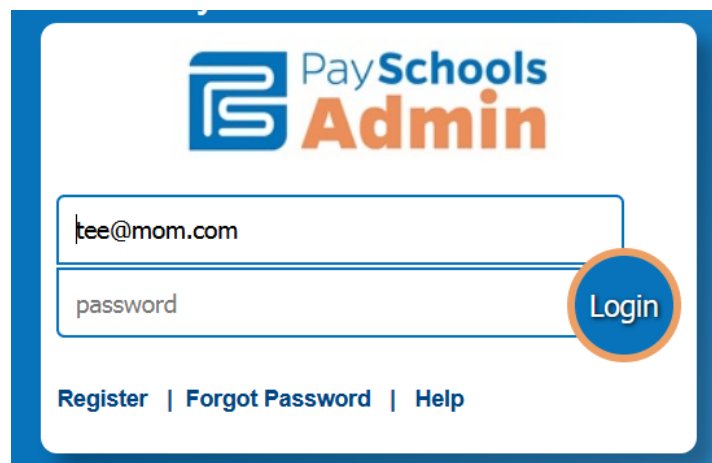
Question: dog  
Answer:   
Password:   
Confirm Password:

**Password must contain a number, a lowercase letter, an uppercase letter, and be between 8 and 20 characters long.**

[Continue](#)

[Back to Sign In page](#)

If the information entered is correct, clicking “Continue” redirects the user back to the site’s login page. The user can now enter their newly set password to login.



**PaySchools Admin**

[Login](#)

[Register](#) | [Forgot Password](#) | [Help](#)

We hope this Tutorial has been helpful, and we are continuously expanding our library of tutorials. For technical assistance or any additional questions you might have, please contact PaySchools customer service at [support@payschools.com](mailto:support@payschools.com). You can also call 800-669-0792 between 8:30 a.m. to 7:30 p.m. ET Monday-Friday.