# Table of Contents

- **Parent Website Overview** .................................................................................................................. 2
- **Registration** ........................................................................................................................................ 2
- **Main Menu** ......................................................................................................................................... 6
- **Payment Information** .......................................................................................................................... 7
- **One Time Payment** .............................................................................................................................. 9
  - One Time Payment: Adding Payments ................................................................................................. 10
  - One Time Payment: Confirming Payment ......................................................................................... 11
  - One Time Payment: Receipt .............................................................................................................. 12
- **Pre-Authorized Payments** ................................................................................................................ 13
  - Pre-Authorized Payments: Adding Payments .................................................................................... 14
  - Pre-Authorized Payments: Confirming Payments ............................................................................ 15
  - Pre-Authorized Payments: Receipt ..................................................................................................... 16
- **View Payment History** ...................................................................................................................... 17
- **Low Meal Balance** ............................................................................................................................. 19
- **Account Settings** ............................................................................................................................... 22
  - Personal Information ........................................................................................................................ 22
  - Student Management ....................................................................................................................... 23
  - Payment Information ........................................................................................................................ 24
  - Change Password ............................................................................................................................. 27
  - Notification Settings .......................................................................................................................... 27
- **Customer Relations** .......................................................................................................................... 27
Parent Website Overview

Every school district is provided a link, allowing parents access to the e~Funds for Schools parent website. As a parent, you will need to first register with a parent login. This quick guide will help you as you learn to navigate through the online system and process payments on behalf of your student(s).

Registration

Select Register Here, as shown on the screen below, to create your parent account.
Registration (Continued)

Next, you will enter in the **Sign Up** information to create your parent account.

Your **Password** must be at least 7 characters with a minimum of 1 uppercase letter, 1 lowercase letter and 1 number.

You are encouraged to read the **Terms of Service** and **Privacy Policy**, found at the bottom of the screen.

When you have completed entering the required information, select **Sign Up!**
Registration (Continued)

The first time you enter the system following your registration, you will be prompted by the website to link your student(s) to your parent account.

Enter either the **Family Number** or **Student Number**, then enter the student’s **Last Name** beneath the corresponding number field; your student will be displayed.
Registration (Continued)

Verify the appropriate Family/Student Numbers and Names have been added. Then, select Continue or Continue to Account Overview.
Main Menu

After completing your registration and linking your students to your account, you will be directed to the Home page.

The Home page displays Payment Options, Advisory Services, Account Settings, Recent Payments and Scheduled Pre-Authorized Payments.
Payment Information

The first time you wish to submit a payment, you will be required to enter your bank or credit/debit card information. First, select Payment Information, under Account Settings.

Next, select the type of payment account and enter your account information.
Payment Information (Continued)

After selecting the account type, enter the required information and select Save.

![Payment Information Form]

- Payment from your checking account is the lowest cost payment option available to you, and your preferred form of payment.
- If you have a debit card, or you have a checking account and your financial institution did not provide paper checks.

**Fee Notice**

If an e-Funds For Schools payment that is authorized from your checking account is returned for Non Sufficient Funds "NSF", the e-Funds For Schools service provider will charge your account a $0.00 NSF Fee.

There will be a $1.00 per payment convenience fee added to each payment you make using this service.

**Consent**

☐ I confirm that the above listed information is correct, and to pay the associated fee(s) assessed and collected by the third party payment processor on each payment made with this payment method.

Save
One Time Payment

In order to make a One Time Payment, select **Make a Payment** under **Payment Options**.

### Payment Options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Make a Payment</strong></td>
<td>Towards school payment item</td>
</tr>
<tr>
<td><strong>Schedule a Pre-Authorized Payment</strong></td>
<td>Setup a payment that occurs at regular intervals</td>
</tr>
<tr>
<td><strong>View Payment History</strong></td>
<td>Review history of payments made to school(s)</td>
</tr>
<tr>
<td><strong>View Pre-Authorized Payment History</strong></td>
<td>Review history of pre-authorized payments</td>
</tr>
<tr>
<td><strong>Manage Pre-Authorized Payments</strong></td>
<td>Manage your scheduled pre-authorized payments</td>
</tr>
</tbody>
</table>

### Advisory Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Fees</strong></td>
<td>Review outstanding and historical student fees</td>
</tr>
</tbody>
</table>

### Special Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AutoPay</strong></td>
<td>Manage your AutoPay settings</td>
</tr>
</tbody>
</table>

### Account Settings

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal Information</strong></td>
<td>Manage your contact information</td>
</tr>
<tr>
<td><strong>Change Password</strong></td>
<td>Manage your account password</td>
</tr>
<tr>
<td><strong>Student Management</strong></td>
<td>Manage students associated with your account</td>
</tr>
<tr>
<td><strong>Notifications</strong></td>
<td>Manage how e-Funds for Schools notifies you</td>
</tr>
<tr>
<td><strong>Payment Information</strong></td>
<td>Manage your checking and credit card information</td>
</tr>
</tbody>
</table>

---

Visit [www.efundsforschools.com](http://www.efundsforschools.com) for more information.
One Time Payment: Adding Payments

Once at the payment screen, select the student for whom you wish to make a payment using the name tabs.

Enter the dollar amount you wish to pay (if the item has a fixed dollar amount, the system will not allow you to enter a dollar amount) and click Add. After selecting Add, the item will be brought to the bottom of the screen. If you would like to submit payments for multiple students at one time, use the tabs with the student’s names to add payments for each student. Once you have added all the payments you wish to make in this transaction, click Continue.

Note: If you notice a payment you no longer wish to submit, before selecting Continue you may Remove the payment.
One Time Payment: Confirming Payment

After selecting **Continue**, you will be directed to a page for a final confirmation:

Verify that you have selected, **I have reviewed, and confirm that I accept the above listed convenience fee(s)**. After you have verified the amount and that you accept the fees, select **Submit**.

*Note: Only select **Submit** one time. Continuously selecting **Submit** could result in multiple transactions.*
One Time Payment: Receipt

When the system has submitted your payment, a receipt will be provided for you to print for your own personal records. The receipt will provide you with the payment method used, the payment item, student and amount for the payment, as well as a confirmation number for this payment.

Receipt

Payment Method: Checking  Account Number: ******9132  Routing Number: 672460719

This payment will debit your checking account within 2 business days

Lunch  PRESLEY  $10.00
Convenience Fee  $1.00

Total for 2016-03-24:  $11.00

Confirmation Number: 7591046

Thank you for your payment. Please print this receipt for your records.

Return to Main Menu

2016-03-24 15:04:53 ET
Pre-Authorized Payments

In order to create a Pre-Authorized Payment, select **Schedule a Pre-Authorized Payment** under **Payment Options**.
Pre-Authorized Payments: Adding Payments

Once at the payment screen, select the student for whom you wish to make a payment using the name tabs.

Enter the dollar amount you wish to pay (if the item has a fixed dollar amount, the system will not allow you to enter a dollar amount) and click Add. You will be prompted to provide the Repeat Frequency and a Last Payment Date.

Note: A Last Payment Date is not required.

After selecting OK in the repeat options box, the item will be brought to the bottom of the screen.

If you would like to submit payments for multiple students at one time, use the tabs with the students’ names to add payments for each student. Once you have added all the payments you wish to make in this transaction, click Continue.

Note: If you notice a payment you no longer wish to submit, before selecting Continue you may Remove the payment.
Pre-Authorized Payments: Confirming Payments

After selecting **Continue**, you will be directed to a page for a final confirmation:

Verify that you have selected, **I have reviewed, and confirm that I accept the above listed convenience fee(s)**. After you have verified the amount and that you accept the fees, select **Submit**.

*Note: Only select **Submit** one time. Continuously selecting **Submit** could result in multiple transactions.*
Pre-Authorized Payments: Receipt

When the system has submitted your payment, a receipt will be provided for you to print for your own personal records. The receipt will provide you with the payment method used, the payment item, student and amount for the payment, as well as a confirmation number for this payment. You will also be provided with the next payment queued up in your pre-authorized payments cycle.

Thank you for your payment. Please print this receipt for your records.
View Payment History

As you submit payments, a history is kept of each transaction. You can view the Payment History by selecting View Payment History under Payment Options.
View Payment History (Continued)

You are able to view payments for three different time frames: **Last 30 days, Current Year and Previous Year**, by using the **View payments for** dropdown menu:

![Payment History Table]

<table>
<thead>
<tr>
<th>Date</th>
<th>Confirmation #</th>
<th>Payment Type</th>
<th>Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-03-21</td>
<td>7565457</td>
<td>Online Checking</td>
<td>$10.00</td>
<td>Processed</td>
</tr>
<tr>
<td>2016-03-14</td>
<td>7519616</td>
<td>Online Checking</td>
<td>$10.00</td>
<td>Processed</td>
</tr>
<tr>
<td>2016-03-07</td>
<td>7471897</td>
<td>Online Checking</td>
<td>$10.00</td>
<td>Processed</td>
</tr>
<tr>
<td>2016-02-29</td>
<td>7420514</td>
<td>Online Checking</td>
<td>$10.00</td>
<td>Processed</td>
</tr>
</tbody>
</table>
Low Meal Balance

Depending on the lunch program your school district uses, there may be the option for you to utilize a Low Meal Balance setting. If your school district provides parents with the Low Meal Balance setting and you would like to utilize the service, follow the instructions below.

Select Student Management, under Account Settings. Then, select Low Meal Balance Settings.
Low Meal Balance (Continued)

After selecting **Low Meal Balance Settings**, you will be directed to a description of the service:

To continue, select **Activate Low Meal Balance Settings**.
Low Meal Balance (Continued)

Field Definitions:

Last Update: This is the last time we received a balance update from your school district

Student Name: States the student for whom Low Meal Balance can be activated

Current Balance: The current amount of funds the student has available in his/her account

Minimum Balance: The amount at which an email will be sent to a parent indicating a low balance

Replenish Amount: The amount you authorize to have debited from your account to add to your student’s balance

Notice: Select this box if you want to receive an email notification when your student’s balance hits the Minimum Balance amount

Auto Replenish: Select this box if you want to have your account automatically debited the Replenish Amount when your student’s balance hits the Minimum Balance amount

If you have opted to utilize the Auto Replenish feature, you will need to agree to our system automatically debiting your payment account:

![Change low balance settings](image)

When you are satisfied with your selections, select **Apply Low Meal Balance Settings**.
Account Settings

Your parent account can be updated and managed by utilizing the options under Account Settings.

Account Settings

Personal Information
Manage your contact information

Change Password
Manage your account password

Student Management
Manage students associated with your account

Notifications
Manage how e-Funds for Schools notifies you.

Payment Information
Manage your checking and credit card information

Personal Information

In Personal Information, you are able to change your username, first name, last name, email address, phone number and your password.

<table>
<thead>
<tr>
<th>User Name:</th>
<th>bday</th>
<th>Password:</th>
<th>Change Password</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name:</td>
<td>Ben</td>
<td>Last Name:</td>
<td>Day</td>
</tr>
<tr>
<td>Primary Email:</td>
<td></td>
<td>Alternate Email:</td>
<td></td>
</tr>
<tr>
<td>Phone Number:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Student Management

You can link and unlink students in **Student Management**. You can also view the students currently linked to your parent account.

![Students Linked to your Account](image)

Enter the family number or student number(s) and the last name for the student(s) to associate with your account, and then click "Add".
Payment Information

You are able to change your payment information, add a new checking account or credit/debit card and/or select your preferred payment type from the Payment Information section.

Note: The system is only capable of storing one Checking Account and one Credit/Debit Card.

Existing Accounts:

In the Existing Accounts tab, you can see the last 4 digits of your account information, as well as delete that account.
Payment Information (Continued)

New Checking Account:

To enter a new checking account, select the New Checking Account tab. From there, you will enter the routing and account number of the account, as well as consent that the information is correct and that you agree to pay any associated fees.

Manage Payment Information

Existing Account(s)  New Checking Account  New Credit/Debit Card

- Payments from your checking account is the lowest cost payment option available to you, and our preferred form of payment.
- Click here if you have a debit card, or you have a checking account and your financial institution did not provide paper checks.

Enter New Checking Account Information

Routing Number:  Account Number:  Account Number (Confirm):

A deposit ticket is not to be used to enter the routing number. The routing number on a deposit ticket can be different than an actual check. Please enter the routing number from an actual check to ensure the payment will process correctly.

Replace Existing Checking Account Notice

The above checking account information will replace your existing checking account information, for account ********9132 (572460719).

Fee Notice

If any e-funds For Schools payment that is authorized from your checking account is returned for Non Sufficient Funds "NSF", the e-Funds For Schools service provider will charge your account a $20.00 NSF Fee.

There will be a $1.00 per payment convenience fee added to each payment you make using this service.

Consent

I confirm that the above listed information is correct, and to pay the associated fee(s) assessed and collected by the third party payment processor on each payment made with this payment method.

Save
Payment Information (Continued)

**New Credit/Debit Card:**

To enter a new credit/debit card, select the **New Credit/Debit Card** tab. From there, you will enter the card number, expiration date, name on the card, billing address and billing zip code. You will also consent that the information is correct and that you agree to pay any associated fees.
Change Password

To change your password, select **Change Password**. You will enter the old password, your new password and confirm your new password. Passwords must be at least 7 characters, must contain at least one lower case letter, one upper case letter and one number.

![Change your password form]

**Passwords have the following requiments:**
- Must be at least 7 characters
- Must contain at least one lower case letter, upper case letter, and number

Notification Settings

If your school district provides options such as Meal Transaction History emails and/or Daily Balance emails (which will be dependent upon your school district’s lunch program), you will select **Notifications** listed under **Account Settings**.

![Notification Settings]

Customer Relations

Should you require assistance or have questions, please email us at efs@magicwrighter.com.