



Guide to Setting up e-Funds for Schools Account

CREATING A NEW ACCOUNT

1. Log into your PowerSchool Parent Portal and click on the e-Funds for Schools Link.
2. You can also go to the following website. - <https://payments.efundsforschools.com/v3/districts/56735/>
3. Once on the site, click on **CREATE AN ACCOUNT**
4. Provide the requested information.
5. Click **CREATE ACCOUNT**

ACCOUNT MANAGEMENT

Adding a student to your account

1. Log into your e-Funds for School account using the PowerSchool Parent Portal of the link provide above.
2. Go to **MANAGE ACCOUNT** and select **MANAGE STUDENTS**
3. Enter the last name and the student ID # of the student you wish to add. The spelling of the last name and the ID number must be exactly what is entered in PowerSchool. You can find both the spelling of the last name and the student ID # by checking your PowerSchool Parent Portal.
4. Select **ADD STUDENT(S)**
5. Repeat steps 2-4 to add additional students.

Managing Payment Information

1. Log into your e-Funds for School account using the PowerSchool Parent Portal of the link provide above.
2. Go to **PAYMENT SETTINGS** and select **PAYMENT METHODS**
3. Select **NEW CREDIT CARD** or **NEW DIRECT DEBIT** to add payment information.
4. Enter all required information
5. Read the **CONSENT** and select **ADD** to save the information to your account.

Making a Payment

1. Log into your e-Funds for School account using the PowerSchool Parent Portal of the link provide above.
2. Select the type of payment you would like to make.
3. Select the student
4. Enter amount of payment
5. Select **BEGIN CHECKOUT**
6. Choose payment method or enter a new payment method
7. Review items and total
8. Select **PAY NOW**.

You are in full control of your account and can make a payment at any time that is convenient for you. **No payments will be made without your knowledge and authorization through this secure payment system.** By providing your home and/or work email address, an email notification informing you of the student's name, purpose of the payment, and the amount of the item, will be sent to you each time that a payment is to be processed. The *e-Funds for Schools* site is secure and uses industry standard data encryption. The *e-Funds for Schools* electronic payment service is provided to D200 by a third party service provider. The service provider has a nominal fee for their service. **There is a \$1.00 transaction convenience fee for each electronic checking payment that you make.** The system carries a Non-Sufficient Funds (NSF) charge if the payment is "bad." **For payments made by credit or debit card, there is a convenience fee of \$2.65 per each \$100 increment in the transaction.** When you set up your account, please review your options carefully.