Mobile Payments Guide

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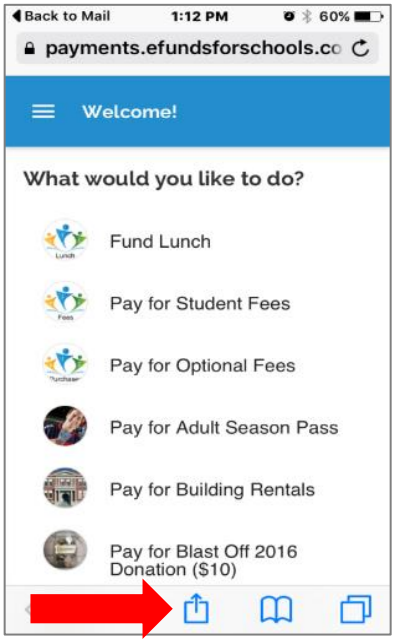
How to Add EFS Mobile Payments to Your Mobile Device's Home Page - Apple

To access the new EFS Mobile Payments website, visit your school district's webpage to locate the new website link. Once you have found the new website link, enter the link into your mobile device's web browser.

After the link has been added to your phone or mobile device, you can save the website as an icon on your mobile device's home page. This will give you a convenient method of accessing the website at any time.

To create an EFS Icon to add to your home page, follow the steps below:

1. Once you have accessed the mobile payments website on your mobile device, select the download icon at the bottom of your screen.



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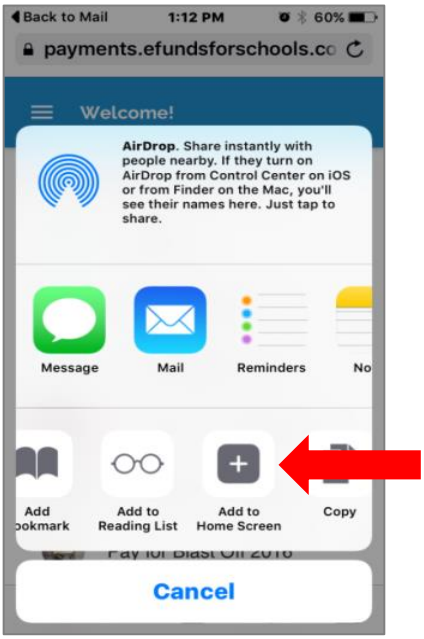
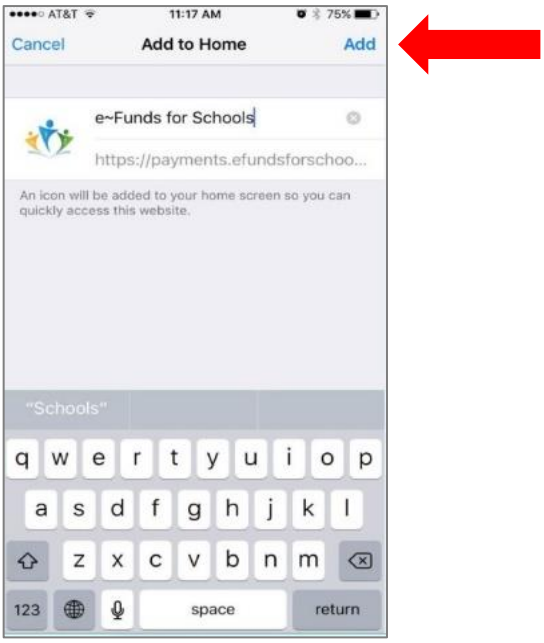
How to Add EFS Mobile Payments to Your Mobile Device's Home Page - Apple

2. Next, select "Add to Home Screen."



3. Finally, an option to edit the icon's name will be available. Once you have chosen your preferred icon name, select "Add."



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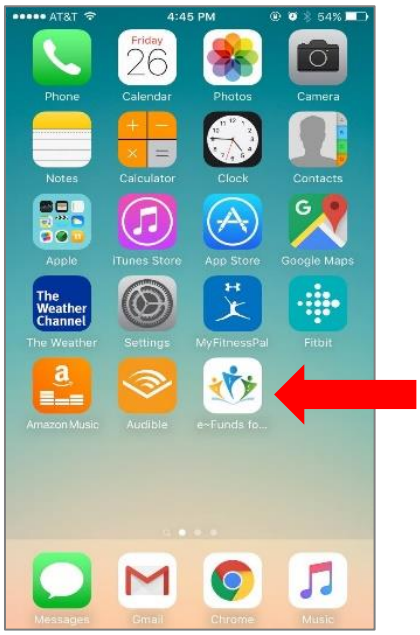
How to Add EFS Mobile Payments to Your Mobile Device's Home Page - Apple

4. Your EFS Mobile Payments link is now available right on mobile device's home page.



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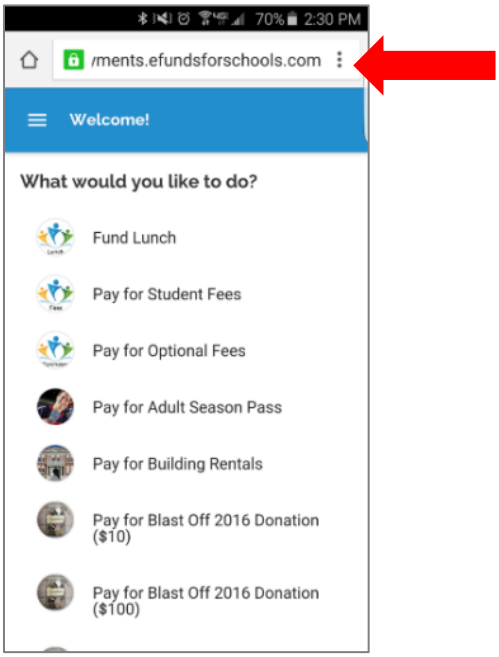
How to Add EFS Mobile Payments to Your Mobile Device's Home Page - Android

To access the new EFS Mobile Payments website, visit your school district's webpage to locate the new website link. Once you have found the new website link, enter the link into your mobile device's web browser.

After the link has been added to your phone or mobile device, you can save the website as an icon on your mobile device's home page. This will give you a convenient method of accessing the website at any time.

To create an EFS Icon to add to your home page, follow the steps below:

1. Once you have accessed the mobile payments website on your mobile device, select the menu option available in the upper right hand corner of your web browser.



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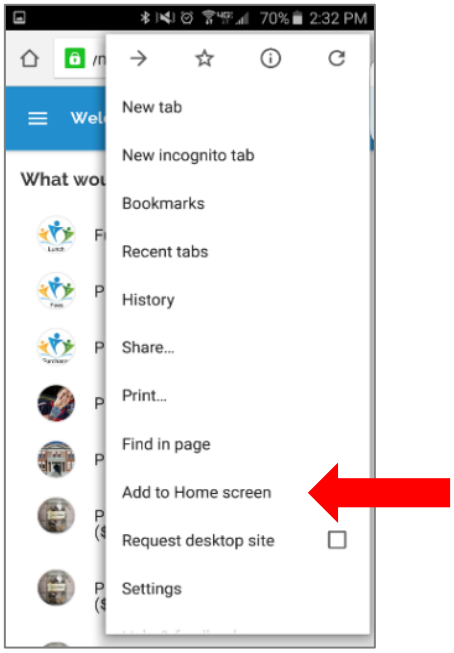
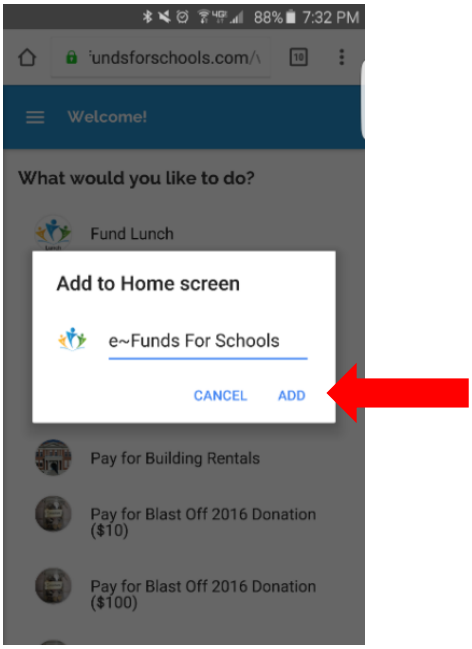
How to Add EFS Mobile Payments to Your Mobile Device's Home Page - Android

2. Next, select "Add to home screen."



3. Finally, an option to edit the icon's name will be available. Once you have chosen your preferred icon name, select "Add."



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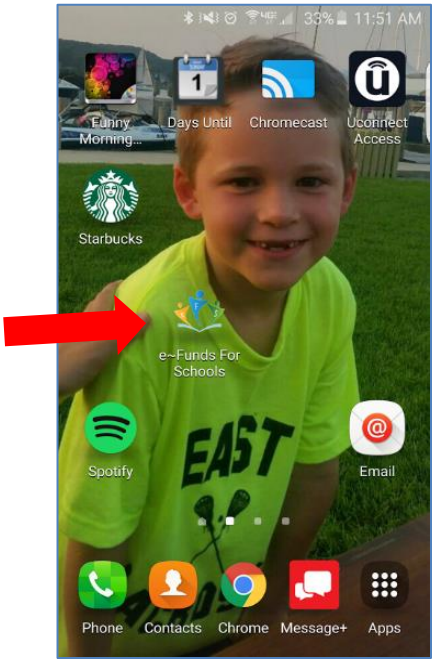
How to Add EFS Mobile Payments to Your Mobile Device's Home Page – Android

4. Your EFS Mobile Payments link is now available on your mobile device's Home Page.



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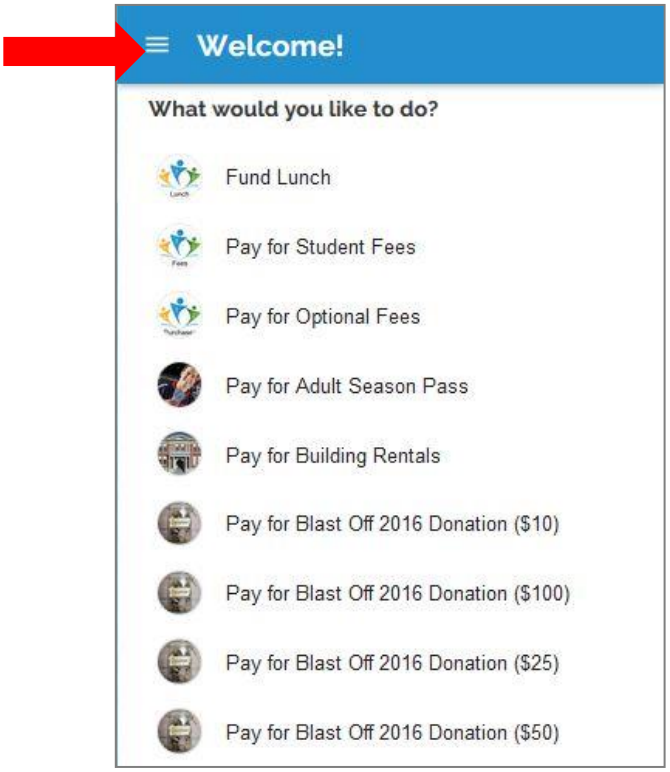
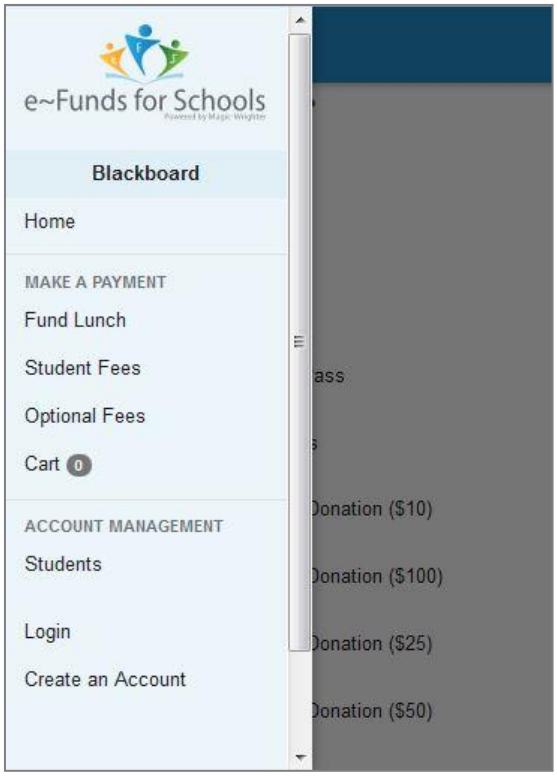
Mobile Payments Dashboard

After selecting the EFS icon that is now located on your home page, you will be directed to the EFS Mobile Payments Dashboard.

To view the Main Menu, select the Menu Icon located in the upper left hand corner of the screen. If you are viewing the EFS Mobile Payments Website on a tablet, the Main Menu will already be visible.



Phone View



Phone Menu View

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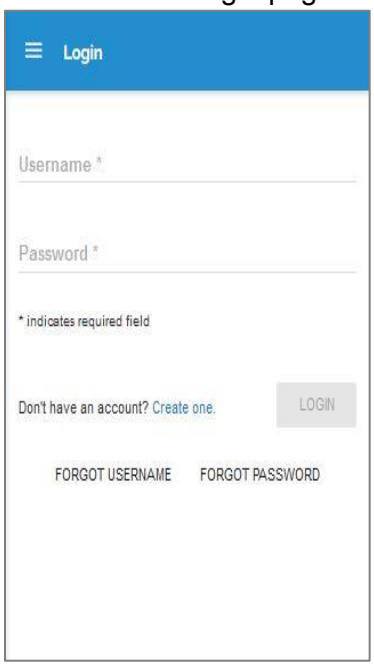
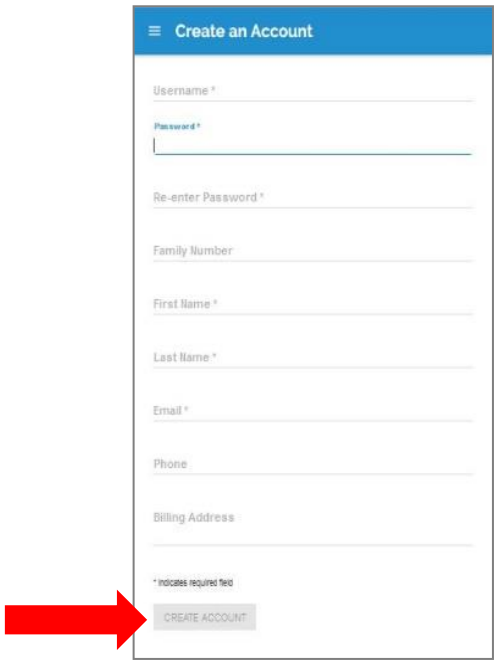
Existing User Login

If you are already a registered e~Funds for Schools user, select “Login” located at the bottom of the Main Menu. If you need help retrieving your login information, select “FORGOT USERNAME” or “FORGOT PASSWORD” at the bottom of the login page.



Create an Account

If you are not a registered e~Funds for Schools user, select “Create an Account” located at the bottom of the Main Menu. To create your EFS account, complete the required information.



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Field Definitions

Username: The username you will use to log in to the EFS system. There are no specific requirements for your username.

Password: The password you will use to log in to the EFS system. Each password must contain at least seven (7) characters with at least one (1) lowercase character, one (1) uppercase character, and one (1) numeric character.

Family Number: Your family number is provided to you by your school district; however, the Family Number is not a required field. If entered, your family number will be available for viewing by your school district's staff on the EFS Administrative site.

First Name: The first name of the parent/user that is registering a new account

Last Name: The last name of a parent/user that is registering a new account

Email: This email address will be used to receive payment notifications and receipts. This is a required field.

Phone: The phone number associated to your account. If entered, your phone number will be available for viewing by your school district's staff on the EFS administrative site.

Billing Address: The billing address associated to your account. If entered, your billing address will be available for viewing by your school district's staff on the EFS administrative site.

Once all required information is entered, select "Create Account".

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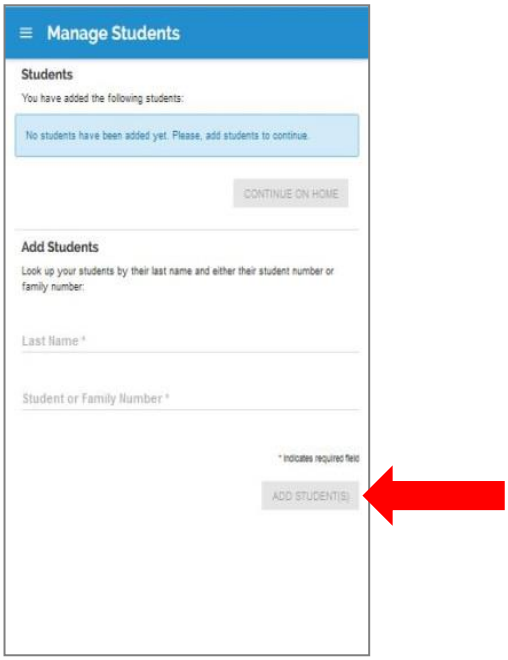
Manage Students

Once you have created an account or simply logged in to the EFS Mobile Payments website, you are able to add your student(s) to your account. This will help you make payments on behalf of your student(s) much quicker in the future.

To add students, select “Students” under the **Account Management** section located on the Main Menu.

If you choose to make a payment prior to adding students to your account, you will be prompted to add students before you can finalize your payment(s).



To add a student, you must enter both the student’s Last Name and Student Number. If your student has already been added to your account, you can locate the Student Number under the “Students” tab on the Main Menu. If you do not know your student’s Student Number, please contact your school district.

You may choose to enter your family number in place of the Student Number. This will link any students associated with the Family Number, that has the same last name, to the account.

Once you have entered the required information, select “ADD STUDENT(S)” at the bottom of the screen.

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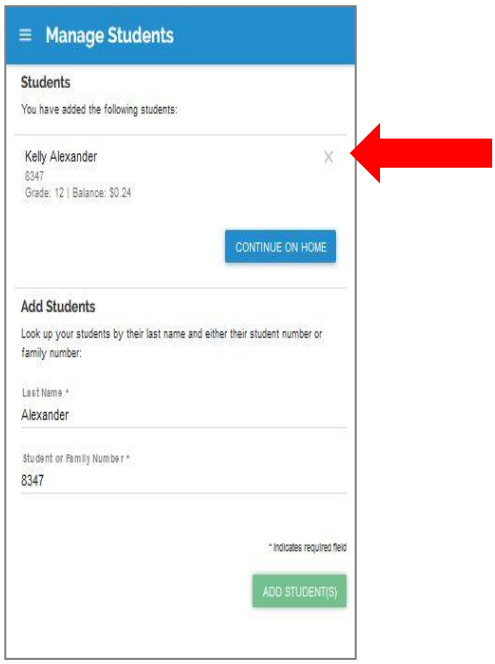
Manage Students

Once your student(s) has been added to your account, their first name, last name, student number, grade and current lunch balance (if applicable) will be available at the top of the screen.

If you wish to remove a student from your account, select the “X” to the right of the student name.



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Fund Lunch

Fund Lunch

To fund your student's lunch account, select “Fund Lunch” from the Dashboard or the Main Menu. Once selected, you will be able to view all students linked to your account that have a lunch option available.

If your school district has established a minimum or maximum payment amount, the amounts will be visible at this time. Tap on the word “Amount” to add your desired lunch payment amount.

Student Fees

Pay for Student Fees

To pay for any student fees on behalf of your student(s), select “Pay for Student Fees” from the Dashboard or the Main Menu. Once selected, you will need to choose a student to make a payment on their behalf.

Next, select which student fee you would like to pay. The student fees that are available for payment depend on the student fees that have been assigned to your student by your school district’s fee management system.

If your school district has established a minimum or maximum payment amount, the amounts will be visible at this time. Tap on the word “Amount” to add your desired student fee payment amount.

Optional Fees

Pay for Optional Fees

To pay for any optional fees on behalf of your student(s), select “Pay for Optional Fees” from the Dashboard or Main Menu. Once selected, you will need to choose a student to make a payment on their behalf.

The items viewed in this category will include optional items that your school district has set up within the EFS system.

If your school district has established a fixed payment amount for an Optional Fee item, the payment amount will be displayed as “School set at: $00.00,” with a lock icon next to it.

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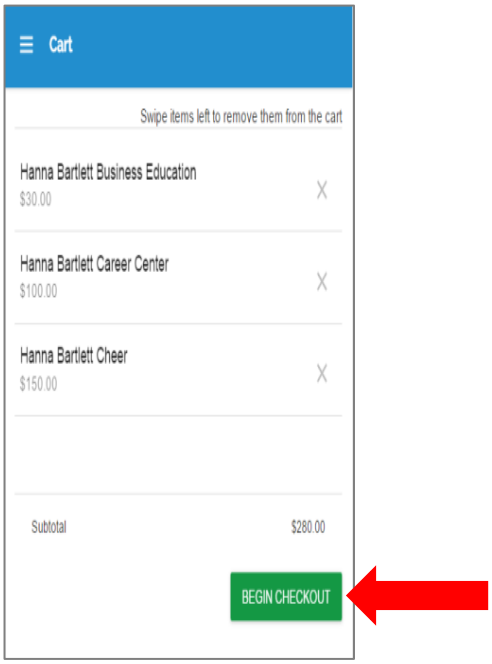
Cart

After you have added payment items from “Fund Lunch,” “Pay for Student Fees,” and/or “Pay for Optional Fees,” your items will appear in your cart.

To view your cart, select “Cart” located under the **Make a Payment** section on the Main Menu.

If you wish to remove any items from your cart, simply select the “X” next to each item you wish to delete. Once the item has been deleted, your total amount will automatically reflect the change.

When you are ready to complete your transaction, select “BEGIN CHECKOUT” located at the bottom of the page.



Registered User Checkout

Once you have reached the checkout page, a payment method will need to be entered. You can pay via credit/debit card or by “Direct Debit” from your checking account.

If “New Credit/Debit” is selected, enter all required information, review consent message and select “Add” to save your information. Your credit/debit card information will be stored with your EFS account for future purchases.

If “New Direct Debit” is selected, enter all required information, read fee notice and consent message, then select “Add” to save your information. Your checking account information will be stored with your EFS account for future purchases.

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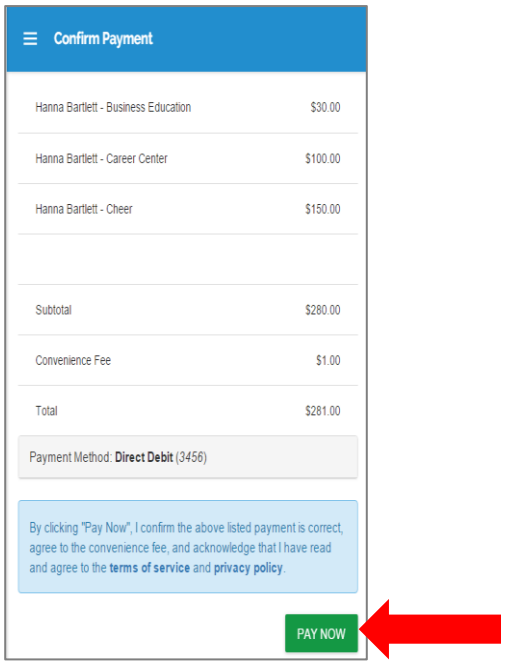
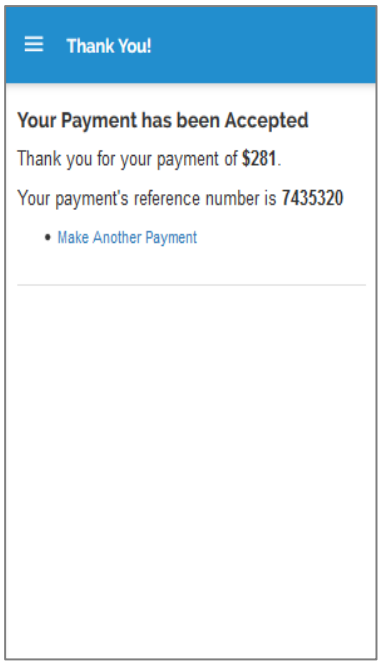
Registered User Checkout

Once you have added your preferred payment method, please verify your selections on the "Confirm Payment" page and select "Pay Now" to submit your purchase. A reference number is generated and an email confirmation is sent to the email address on file.





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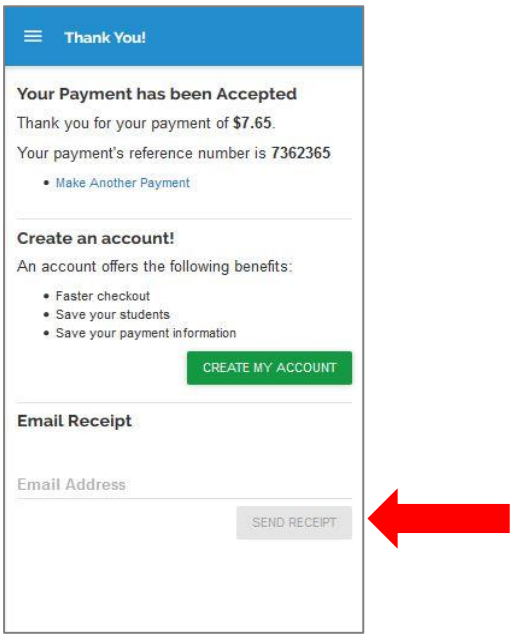
Guest Checkout

Public Purchases are available on the Dashboard for a user to select and pay for. It is not required to have an account in order to pay for public items listed by your school district.

Please note: A guest can also make payments on behalf of a student at the district if they have the student's number and last name.

Once a payment has been submitted, you will be provided a reference number and the option to add an email address to receive an email receipt. Once you have entered your email address, select "SEND RECEIPT."

You also have the opportunity to create an account from your confirmation payment page. If you choose to create an account, the purchase that was completed will be associated to your newly created account.



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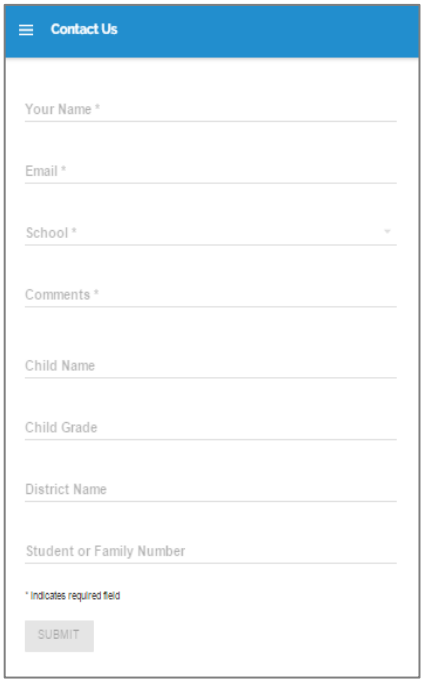
Customer Service – Contact Us

If, at any time, you have questions regarding the e~Funds for Schools Mobile Payments Website, please select the “Contact Us” option at the bottom of the screen.



Thank You for Choosing

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PLEASE VISIT US AT

www.efundsforschools.com