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Registering for PaySchools Central

Registration is quick and easy; you will need student(s) ID number. For privacy purposes, PaySchools is unable to give out student information. Please contact your school if you need to validate.

Set up an account at <https://payschoolscentral.com> OR Download the APP



> click REGISTER

PaySchools Central
Welcome back! Please login to your account.

Email

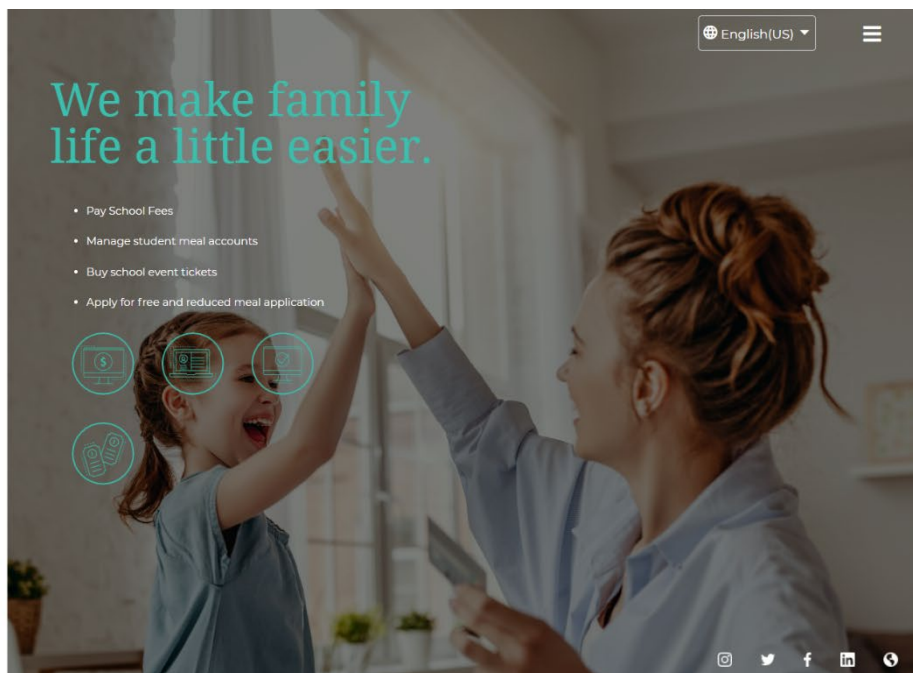
Password

[Forgot Password](#)

To obtain a paper Free/Reduced meal application, please contact your school district.

[Click here for School Events](#)

[Privacy](#) | [Terms](#)
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Step 1: Register

Fill in fields marked with an asterisk > mobile number is recommended as it will reset your password via text if needed > Review and check agreement box > Click Register

Register

- Register
- Students
- Payments
- Notifications

Language Preference *
English(US) ▼

Email *

First Name *

Last Name *

Address Line 1 *

Address Line 2

Postal Code * ⓘ

City *

State * ▼

Country
United States of America ▼

Phone Number

Mobile Number

By checking this box, I agree to the terms of the PaySchools [User Agreement](#).

[REGISTER](#)

[Return To Login](#) [Clear All](#)

Step 2: Confirmation Email

Open email from PaySchools > link is VALID FOR 30 MINUTES > If not activated within 30 minutes- please return to <https://payschoolscentral.com> > click forgot my password to request a new email

Registration Success

Thank you for registering! The next step is to confirm your account and create a password. **Please open the email from us**, which contains a confirmation link that expires in 30 minutes for your security. If you are unable to click this link before it expires, please return to the login screen and click "Forgot Password" to send a new confirmation email.

RETURN TO LOGIN



Welcome to PaySchools Central.

Hi

To confirm your account and set your password, please follow [this link](#).

This link is active for 30 minutes. If you do not complete your registration during this time period, please return to www.payschoolscentral.com and use the Forgot password link to request a new link for your account.

PaySchools.com allows you to fund your student's account safely and easily online. For more information about PaySchools.com, please visit PaySchools.com. And for further ease of access to your account, be sure to pick up the mobile app for your smartphone or table - you'll find links below.

If you did not mean to create a new account or feel you've received this email in error, [please contact us](#).

Thanks,
PaySchools.com Administrators



Step 3: Confirm Password

Enter email > create and confirm password > click Confirm

Account Activation

Please enter your email address and password to activate your account.

Email *

Password *  

Confirm Password *

CONFIRM

[Return To Login](#)

[Clear All](#)

Successfully set password

Your password has been set successfully, and you have received a confirmation email from us. You can now sign in on the PaySchools login page with your email address and password

LOGIN

Step 4: Add Students

Select and answer three security questions > Click Secure > Add student(s) and/or staff in required fields

Secure Your Account

Register Students Payments Notifications

WE TAKE YOUR ACCOUNT SECURITY TO HEART.

If you contact our support desk for assistance, we'll ask you to answer security questions to confirm we're speaking with you.

Please select three questions and provide answers at least two characters long.

Security Question 1

Select Question *

Your Answer *

Security Question 2

Select Question *

Your Answer *

Security Question 3

Select Question *

Your Answer *

SECURE

[Return To Login](#)

Add Student or Staff

Register Students Payments Notifications

INFORMATION

Due to privacy laws, PaySchools is unable to help you add students or staff to your account. The student or staff ID, first name, and last name you enter MUST match the information your district has provided to PaySchools. If you're having trouble adding a student or staff member to your PaySchools account, please contact your district to check their spelling or format of the name or ID number.

State *

District *

Student Id *

First Name *

Last Name *

Relationship to Student/Staff *

[Clear All](#)

ADD STUDENT / STAFF

SKIP

View Student or Staff

THANK YOU!

Thank you for adding your students and staff.

Please review the list below and make any additional changes, if needed, to remove or add students and staff.

<p>Grace Cooney ● ✕</p> <p>STUDENT ID: 354173</p> <p>DISTRICT NAME: Anywhere USA</p> <p>SCHOOL NAME: High School</p> <p>GRADE: 11</p> <p>RELATIONSHIP: Non-Guardian</p>	<p>Dolly Parton ● ✕</p> <p>STUDENT ID: 9957694873</p> <p>DISTRICT NAME: Anywhere USA</p> <p>SCHOOL NAME: Early Learning Center99</p> <p>GRADE:</p> <p>RELATIONSHIP: Self</p>
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ADD STUDENT / STAFF

[Return To Dashboard](#)

A summary screen displays all student's student(s) & staff added. The green circle indicates they're active, red circle indicates they're inactive. If your student or staff is showing up as inactive, contact your school for assistance.

Step 5: Payment Method

Select Credit/Debit Card, ACH/Check, or Skip and add later

The screenshot shows the 'Add Payment Method' screen. At the top, there are four tabs: 'Register', 'Students', 'Payments', and 'Notifications'. The 'Payments' tab is selected. Below the tabs, there is an 'INFORMATION' section with a note: 'For your security, only the nickname you choose for your payment method will be displayed on the PaySchools screen when you make payments.' Below this is a 'Payment Type' section with a red circle around a dropdown menu. The dropdown menu is currently empty, and there is a red error message: 'Select Payment Type *' and 'Please Choose your Payment Type'. Below the dropdown is a 'Clear All' link. At the bottom, there are two large teal buttons: 'SKIP' and 'BACK'.

Step 6: Notifications

Receive a consolidated monthly patron meal activity report for all students and staff on your account who had meal activity over last 30 days. Ex: 'Day of Month' set to the 4th; you will receive a consolidated meal report for the past 30 days on 4th of every month. Registration is Complete, Return to the Dashboard

The screenshot shows the 'Notifications' screen. At the top, there are four tabs: 'Register', 'Students', 'Payments', and 'Notifications'. The 'Notifications' tab is selected. Below the tabs, there is a 'Monthly Statement' section with an 'Instructions' link. Below this is a 'Day of Month' section with a dropdown menu set to 'Last Day' and a 'Monthly Statement' toggle switch that is turned on. Below the toggle is a 'Reset All' link. At the bottom, there are three large teal buttons: 'UPDATE', 'CONTINUE', and 'BACK'.

The screenshot shows the 'Congratulations' screen. The text reads: 'Congratulations' and 'Setup is complete!'. Below this is a large teal button that says 'GO TO DASHBOARD'.

PaySchools Central Dashboard

Welcome to PaySchools Central, the dashboard is your landing page where you can view your student(s) and staff information. The Dashboard is where you can view the students and staff associated with your account as well as meal, fund, and fee account summaries depending on what your district offers.

Dashboard

All Students Adam Elizabeth SMITH Broo

Meal

Name	Cafeteria Balance	Add Funds
Adam Elizabeth SMITH	\$0.50	
Brooke Rebecca Smith	\$7.50	

Fees

All Fees
All Fees

Search

Fees

Optional

Dashboard

Notifications

- Messages
- Notifications

Account

- Your Profile
- Secure Account
- Your Students
- Payment Methods
- Auto Replenishment
- Digital ID
- Preorder Meals

History

- Payment History
- Reports

School District

- Free/Reduced Meal Application
- Share Benefits with other Departments
- View Completed Application
- School Events

Information

- Help
- Privacy
- Terms and Conditions


Logout

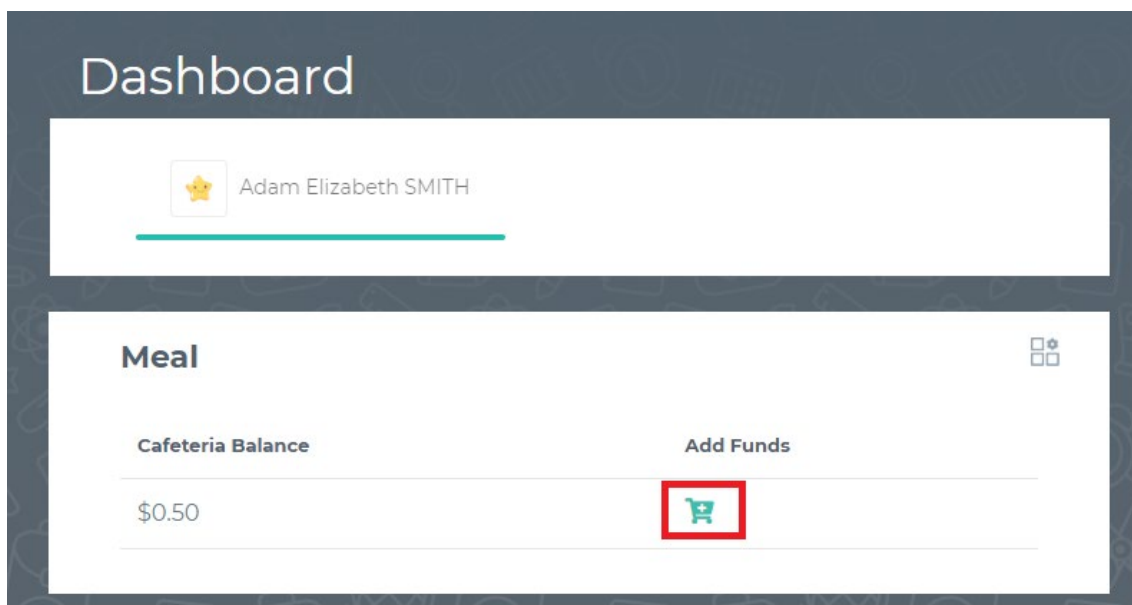
Version: 2022.08.31

You can access/return to the Menu from any page on the site. Click on the in the upper right-hand corner of the screen to access any of the site's features including your account settings.

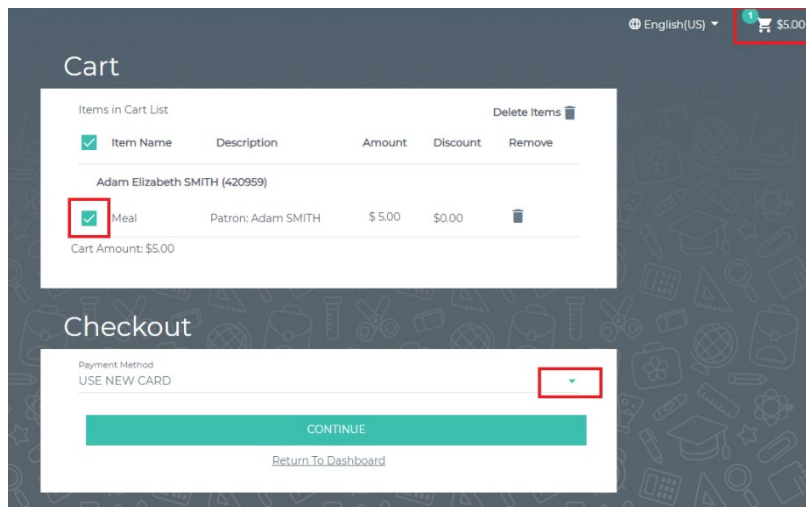
One-Time Lunch Payments

PaySchools Central makes it easy to add funds to your meal account. You can make a single lunch payment, or you can take advantage of our convenient Auto-Replenishment feature, which automatically deposits money when your balance reaches a certain level.

To make a one-time lunch payment, go to the Dashboard and select student > click  > Add desired amount > Click add to cart

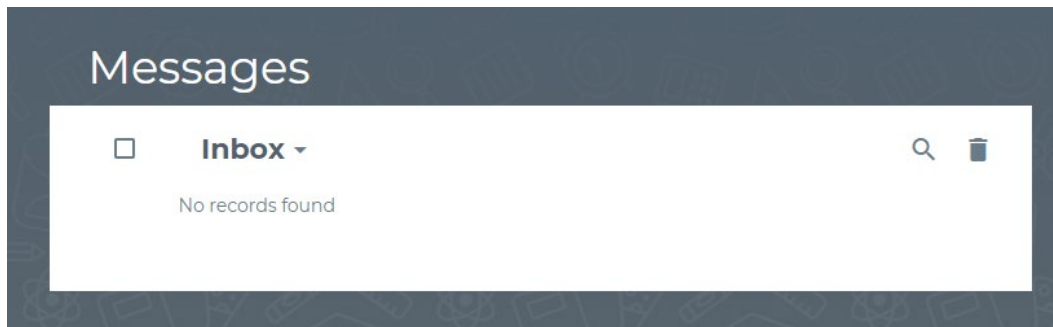


- ✓ Click on the shopping cart, upper right corner
- ✓ Check items to purchase
- ✓ Add new or existing card
- ✓ Click Continue

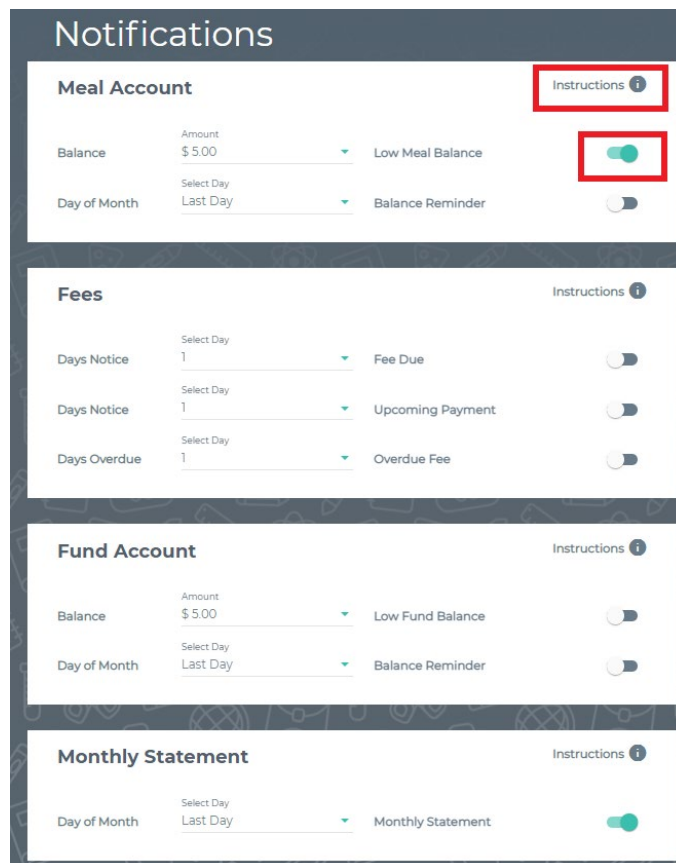


Notifications & Messages

Message screen will provide copies of your payment receipts, scheduled payment information, and important messages sent directly from your school district. Check this section for copies of your payment receipts, scheduled payment information, and important messages sent directly from your school district.



Notifications are a great way to stay connected with Meal balances, Fees, funding, and statements. Instructions are available to explain each section to the top right. By toggling the icon to green- allows notifications to be sent on how you set up your communication preference in your profile settings.



Profiles for you, staff, & Student(s)

If you need to update your profile information or security questions

Account

 [Your Profile](#)

 [Secure Account](#)

Your Students

You can add or delete students and staff easily. Ensure you are using correct ID number and name. Contact your district if your student does not appear.

View Student or Staff

THANK YOU!

Thank you for adding your students and staff.

Please review the list below and make any additional changes, if needed, to remove or add students and staff.

<div style="display: flex; justify-content: space-between; align-items: center;"> Adam SMITH ● ✕ </div> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 50%;">STUDENT ID</td> <td style="width: 50%;">DISTRICT NAME</td> </tr> <tr> <td>420959</td> <td>Anywhere USA</td> </tr> <tr> <td>SCHOOL NAME</td> <td>GRADE</td> </tr> <tr> <td>Middle School</td> <td>7</td> </tr> <tr> <td>RELATIONSHIP</td> <td></td> </tr> <tr> <td>Non-Guardian</td> <td>▼</td> </tr> </tbody> </table>	STUDENT ID	DISTRICT NAME	420959	Anywhere USA	SCHOOL NAME	GRADE	Middle School	7	RELATIONSHIP		Non-Guardian	▼	<div style="display: flex; justify-content: space-between; align-items: center;"> Brooke Smith ● ✕ </div> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 50%;">STUDENT ID</td> <td style="width: 50%;">DISTRICT NAME</td> </tr> <tr> <td>420708</td> <td>Anywhere USA</td> </tr> <tr> <td>SCHOOL NAME</td> <td>GRADE</td> </tr> <tr> <td>East Elementary</td> <td>1</td> </tr> <tr> <td>RELATIONSHIP</td> <td></td> </tr> <tr> <td>Non-Guardian</td> <td>▼</td> </tr> </tbody> </table>	STUDENT ID	DISTRICT NAME	420708	Anywhere USA	SCHOOL NAME	GRADE	East Elementary	1	RELATIONSHIP		Non-Guardian	▼
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ADD STUDENT / STAFF

[Return To Dashboard](#)

Payment Methods

You can view a complete history of fees, meals, and fund account payments in your PaySchools Central account depending on what your district offers




To access, add, and or edit your payment methods, a new payment method
 Click the "Add Payment Method" button > select payment type > enter required fields > Read the payment terms and conditions > check the box to acknowledge > click Add Payment Method


Additional payment methods can be edited or deleted. To delete click the "x" to remove

Auto Replenishment

Auto Replenishment is a great option to ensure you have funds at all times you're your student(s). Select all or individual student to modify auto replenishments > Make adjustments > Read and agree to terms and conditions > Click Save

Auto Replenishment

←  All Students
 Adam Elizabeth SMITH
 Brook →

Instructions 

Meal Account ▼


Adam SMITH

Account Balance* \$0.5

Amount to Add* \$10

Payment Method* Work ▼

Balance Level* \$5 ▼

Stop Payments After* 

SAVE


Brooke Smith

Account Balance* \$7.5

Amount to Add* \$10

Payment Method* Work ▼

Balance Level* \$5 ▼

Stop Payments After* 

SAVE

VIEW ALL HISTORY

TURN OFF ALL AUTO-REPLENISHMENT

[Return To Dashboard](#)

Digital ID

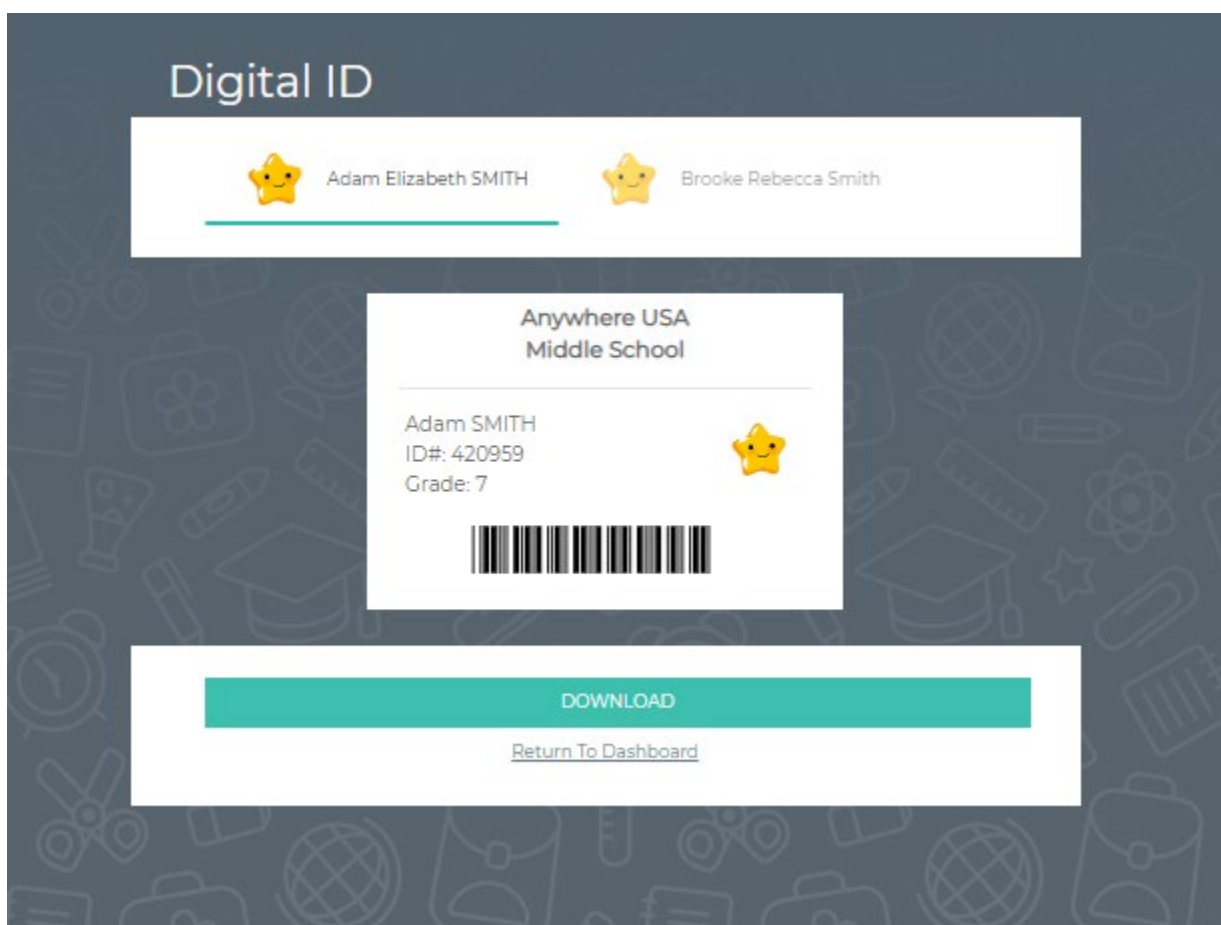
PaySchools Central now offers a digital copy of your student's ID card. This can be accessed directly from your PaySchools Central account that can be scanned directly from your mobile device

From computer

To access ID card, Click on Digital ID Card from dashboard > Click Download > save to desktop. This can be printed for your student(s)

From App/Smartphone

To access, Click on Digital ID Card from mobile dashboard > Click Download > Save to smartphone OR by taking a screenshot



Note- This App allows you to select ID Card and scan in the cafeteria