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Registering for PaySchools Central

Registration is quick and easy; you will need student(s) ID number. For privacy purposes, PaySchools in 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
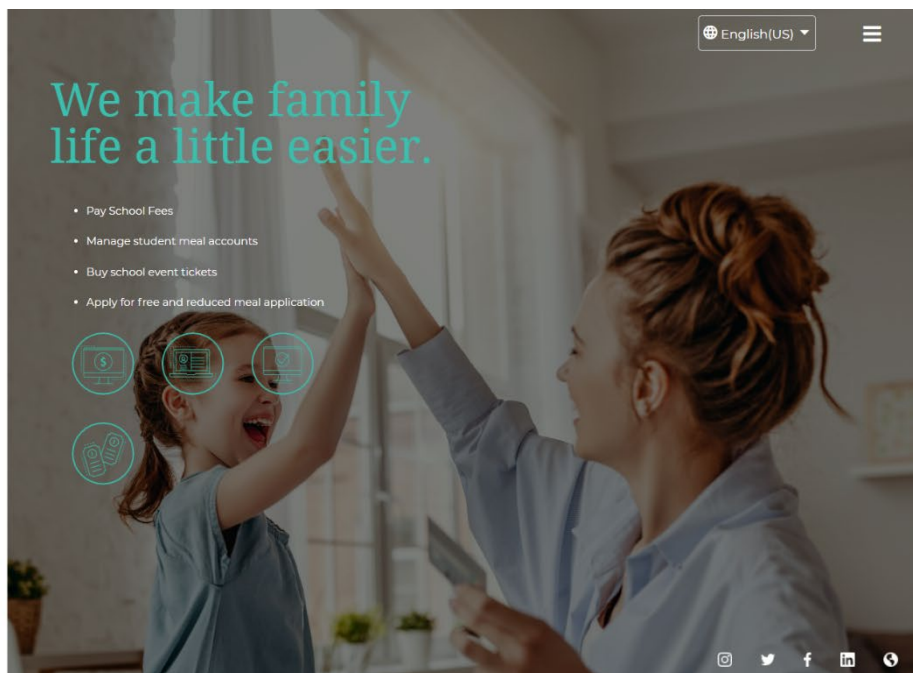
  > click REGISTER

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

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

PaySchools Central

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

Powered By
PaySchools

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 *   ⑦   👁

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

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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.

Grace Cooney		Dolly Parton	
STUDENT ID 354173	DISTRICT NAME Anywhere USA	STUDENT ID 9957694873	DISTRICT NAME Anywhere USA
SCHOOL NAME High School	GRADE 11	SCHOOL NAME Early Learning Center	GRADE 99
RELATIONSHIP Non-Guardian		RELATIONSHIP Self	

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.

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Step 5: Payment Method

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

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

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.


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. ☰
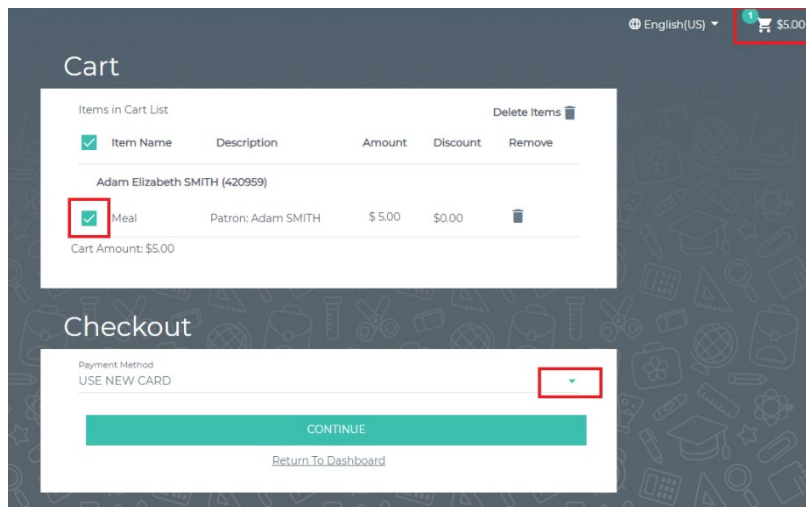
One-Time Lunch Payments

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

Dashboard

⭐ Adam Elizabeth SMITH

Meal

Cafeteria Balance	Add Funds
$0.50	🛒
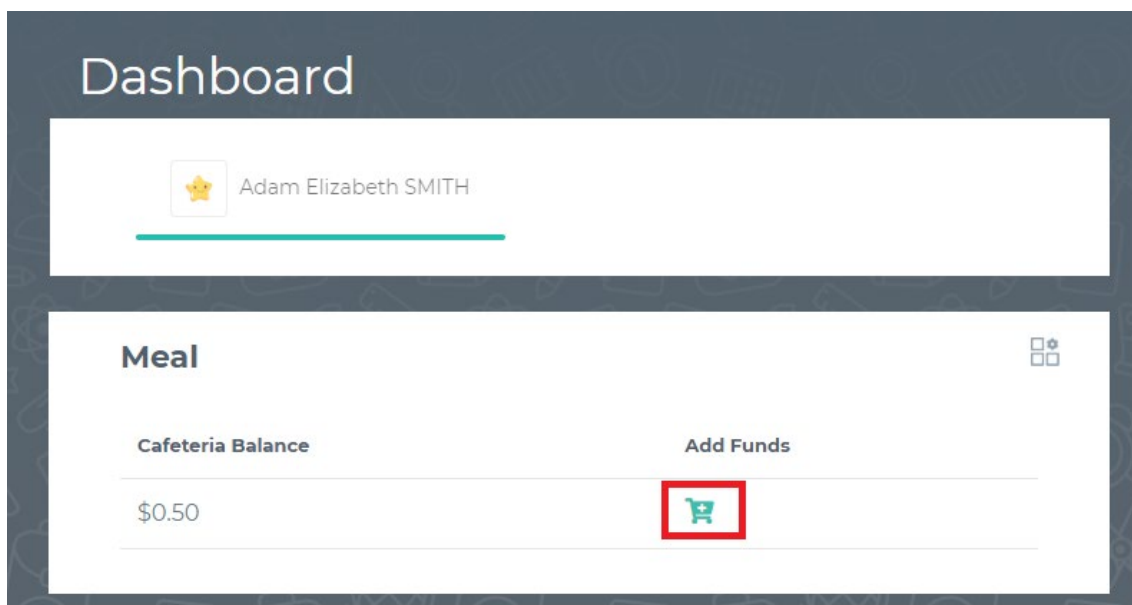
✓ Click on the shopping cart, upper right corner
✓ Check items to purchase
✓ Add new or existing card
✓ Click Continue

⊕ English(US) ▾   🛒 $5.00

Cart

Items in Cart List				Delete Items 🗑
☑ Item Name	Description	Amount	Discount	Remove
Adam Elizabeth SMITH (420959)				
☑ Meal	Patron: Adam SMITH	$ 5.00	$0.00	🗑
Cart Amount: $5.00				

Checkout

Payment Method
USE NEW CARD   ▾

CONTINUE

Return To Dashboard

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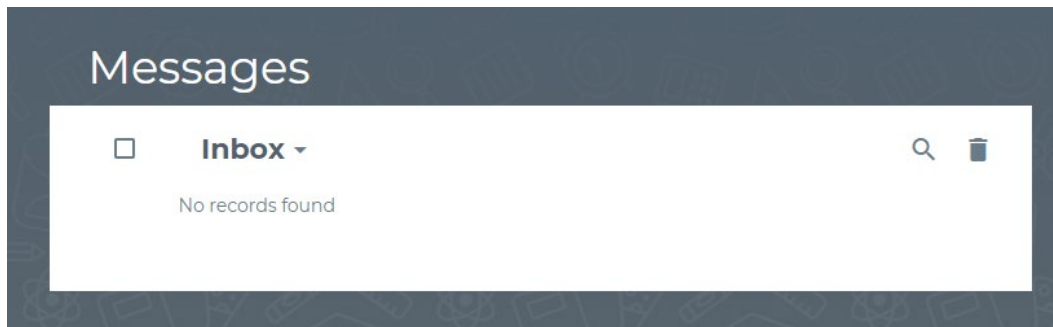
Notifications are a great way to stay connected with Meal balances, Fees, funding, and statements. Instructions are available to explain each section to the top right. By toggling the icon to green- allows notifications to be sent on how you set up your communication preference in your profile settings.
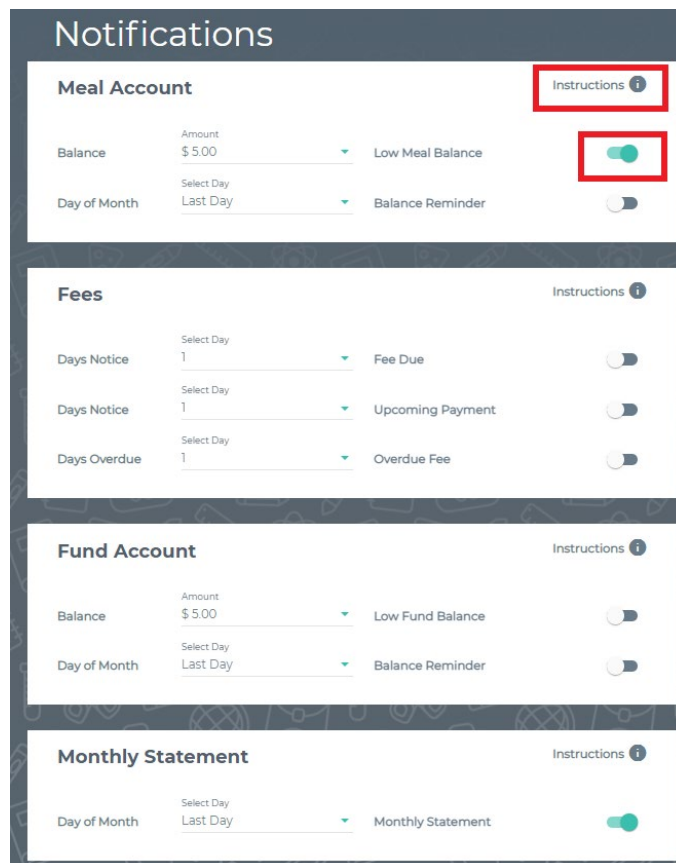
Profiles for you, staff, & Student(s)

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.

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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

Digital ID

PaySchools Central now offers a digital copy of your student's ID card. This can be access 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
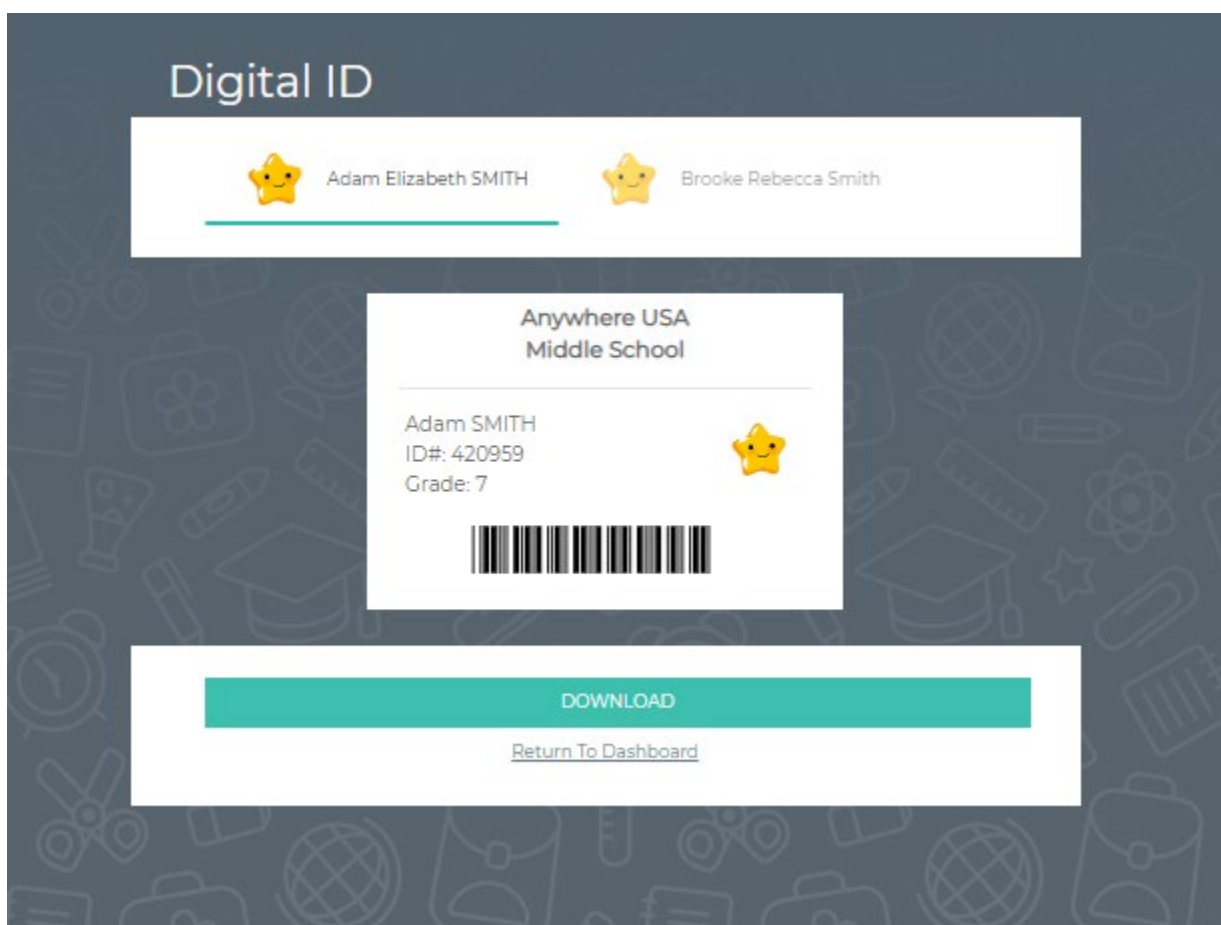
Note- This App allows you to select ID Card and scan in the cafeteria