

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

The image shows the PaySchools Central login and registration page. At the top is the PaySchools Central logo and a welcome message. Below are input fields for Email and Password, with a 'Forgot Password' link. There are 'LOGIN' and 'REGISTER' buttons. The 'REGISTER' button is highlighted with a red rectangle. At the bottom are links for Google Play, App Store, and a link to school events.

PaySchools Central

Welcome back! Please login to your account.

Email

Password

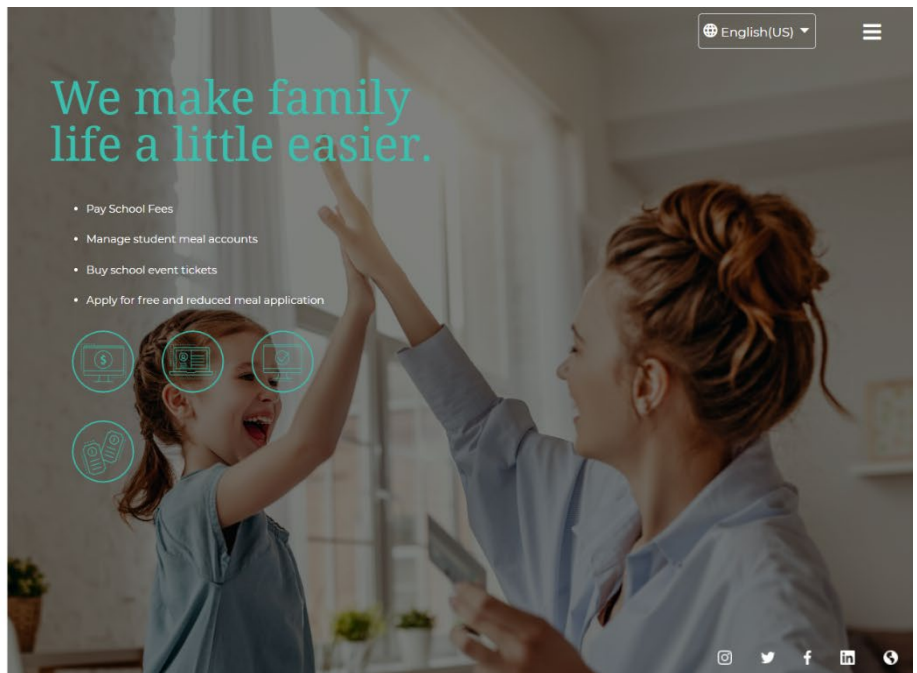
[Forgot Password](#)

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

LOGIN REGISTER

GET IT ON Google Play Download on the App Store 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](https://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](https://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.

Grace Cooney ● ✕	Dolly Parton ● ✕
STUDENT ID 354173	STUDENT ID 9957694873
DISTRICT NAME Anywhere USA	DISTRICT NAME Anywhere USA
SCHOOL NAME High School	SCHOOL NAME Early Learning Center99
GRADE 11	GRADE
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.

Step 5: Payment Method

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

Add Payment Method

Register Students **Payments** Notifications

INFORMATION

For your security, only the nickname you choose for your payment method will be displayed on the PaySchools screen when you make payments.

Payment Type

Select Payment Type *

Please Choose your Payment Type

[Clear All](#)

SKIP

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

Notifications

Register Students Payments **Notifications**

Monthly Statement Instructions ⓘ

Select Day

Day of Month Last Day Monthly Statement ☒

[Reset All](#)

UPDATE

CONTINUE

BACK

Congratulations

Setup is complete!

[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 Brooke Rebecca Smith

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

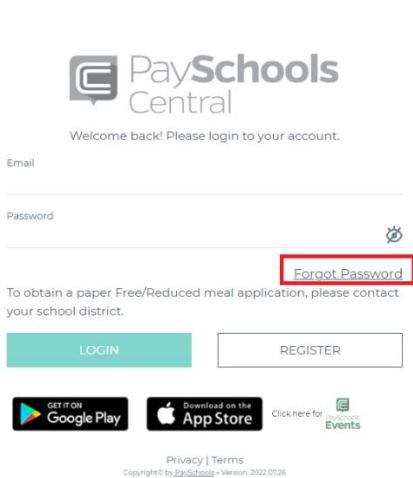
Version: 2022.08.31

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.

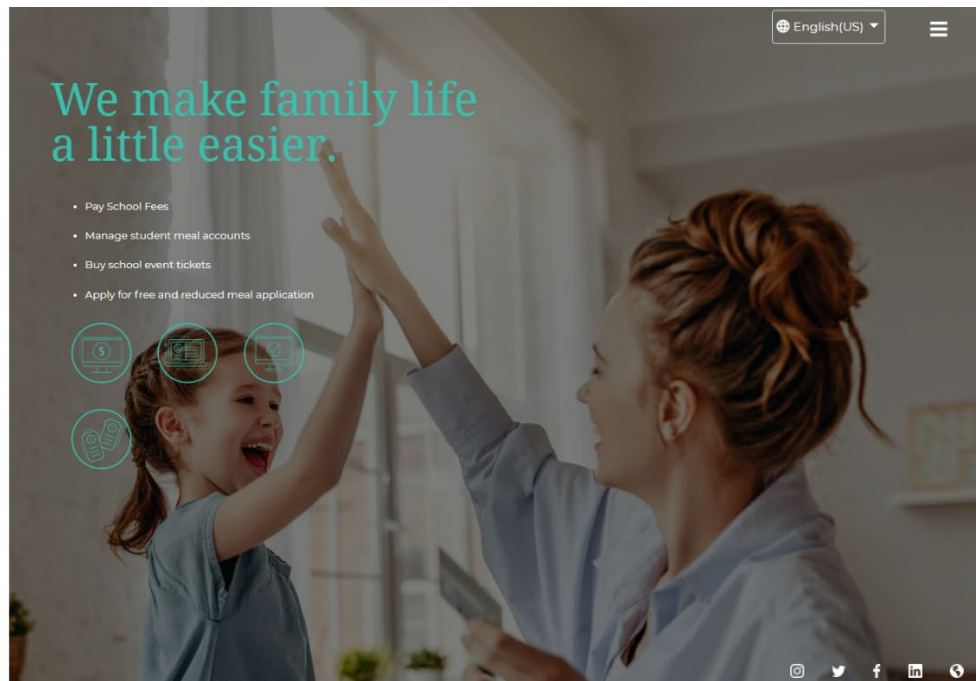
Reset Password

Step 1

If you forgot your Password OR need to change your Password, Click on Forget Password from login screen

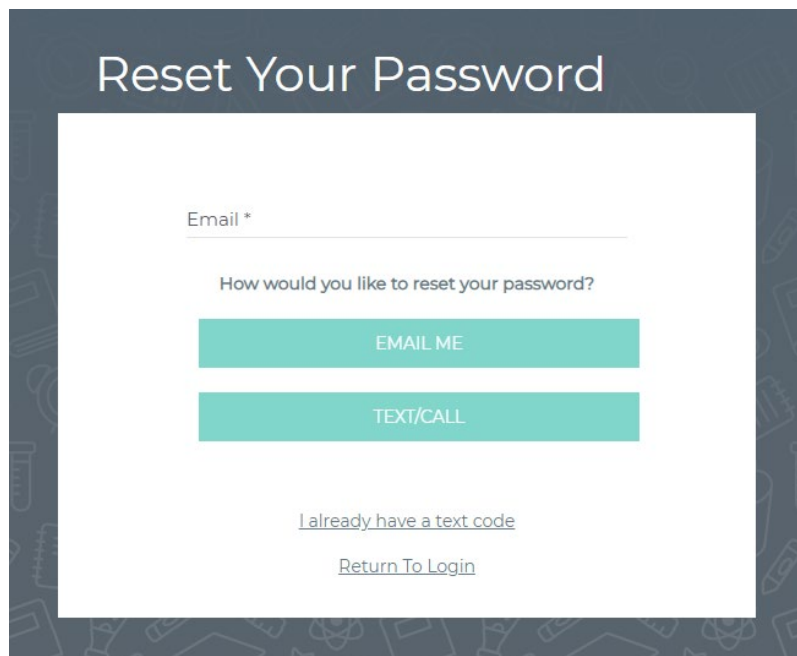


The image shows the PaySchools Central login page. At the top left is the PaySchools Central logo. Below it, a welcome message says 'Welcome back! Please login to your account.' There are input fields for 'Email' and 'Password'. To the right of the password field is a small eye icon. Below the password field is a red box containing the text 'Forgot Password'. Below this is a note: 'To obtain a paper Free/Reduced meal application, please contact your school district.' There are two buttons: 'LOGIN' and 'REGISTER'. At the bottom, there are links to download the app on Google Play and the App Store, and a link to 'Click here for PaySchools Events'. At the very bottom, there are links for 'Privacy | Terms' and a copyright notice: 'Copyright © by PaySchools - Version: 2022.07.26'.



Step 2- Email Method

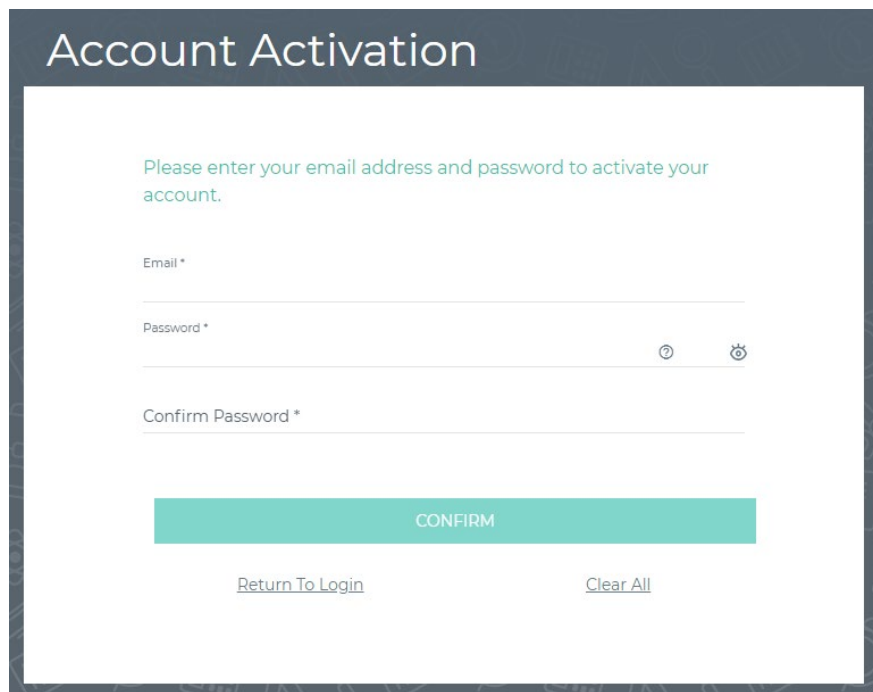
Enter email > click Email Me



The image shows the 'Reset Your Password' screen. The title 'Reset Your Password' is at the top. Below it is an 'Email *' input field. Underneath is the question 'How would you like to reset your password?'. There are two buttons: 'EMAIL ME' and 'TEXT/CALL'. At the bottom, there are two links: 'I already have a text code' and 'Return To Login'.

Step 3

An email will be sent with a link to reset password > Click link > enter information below > Click confirm



Account Activation

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

Email *

Password *

Confirm Password *

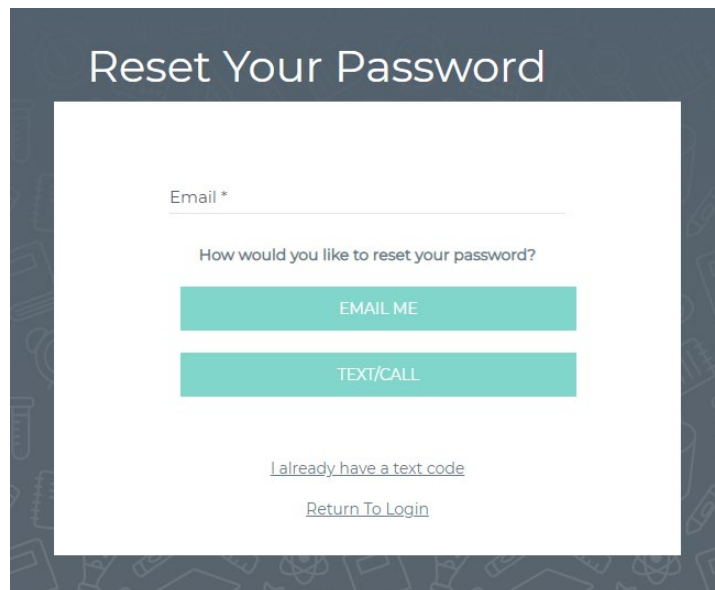
CONFIRM

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

Step 4- Text Option

The text/call option will send a verification code

If you do not enter in the verification code within 5 minutes, you will receive an automated phone call from an unknown number with the verification code



Reset Your Password

Email *

How would you like to reset your password?

EMAIL ME

TEXT/CALL

[I already have a text code](#)

[Return To Login](#)

Step 5

Enter code > email > enter new password > confirm password > click Confirm

Create A New Password

PLEASE NOTE

If you included your mobile number during registration, you will receive a text message which is active for 5 minutes. If you do not use this code immediately, you will also get a phone call providing you the access code.

Verification Code *

Email *

Password *

Confirm Password *

CONFIRM

[Return To Login](#)

Please do not hesitate to contact our PaySchools Parent Support for assistance
1-877-393-6628, PSC_help@payschools.com