

STEP-BY-STEP GUIDE

Getting Started with EFUNDS for Schools in Skyward



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GETTING STARTED

1. Log into Skyward Qmlativ. Choose **Fees & Fee Payment** or Food Service.
2. Select Online Payments Through EFUNDS in the top right corner:

 Online Payments through eFunds

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ACCOUNT MANAGEMENT & PAYMENT INFORMATION

1. If asked, log into your account again using your Skyward Qmlativ login.
2. Select **Payment Methods** under **Payment Settings**.
3. Select **New Credit Card** or **New Direct Debit** to add new payment information.
4. After entering all required information, read **Consent** and select **Add** to save information.

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SET UP RECURRING PAYMENTS

1. Select the payment item you would like to create a recurring payment for.
2. Enter amount of payment.
3. Select **Add to Cart**.
4. Select **Begin Checkout**.
5. Select **Edit** (from **Confirm Payment**).
6. Select the arrow under **Frequency**.
7. Change **1** under **Number of Payments** to the number of times you would like the payment to process.
8. Select **Confirm**.
9. Change the start date to your desired payment date.
10. Select **Schedule Now**. Save the reference number. A payment notice will be emailed when payment is made.

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MAKE A PAYMENT

1. Select the type of payment you would like to make.
2. Select **Student**.
3. Enter amount of payment.
4. Select **Begin Checkout**.
5. Choose payment method or enter new method.
6. Review items and total.
7. Select **Pay Now**.