

LUNCH PAYMENT SYSTEM

Dear Tenaflly Families,

We are pleased to inform you that **lunch payments and technology/school fines for all 6th through 12th grade students** will be made through **PaySchools** for the 2026-2027 School Year.

PaySchools provides a secure and convenient way to manage your child's account online. Through the platform, you can make payments, view account balances, and monitor your student's cafeteria purchases and/or district fines.

We encourage all families to set up their accounts at <https://www.payschoolscentral.com/> as soon as possible to ensure a smooth transition. Instructions are included on the following pages.

Thank you for your cooperation as we implement this new payment system.

If you have any questions or need assistance with your child's lunch account, please contact foodservices@tenaflly.k12.nj.us.

For questions regarding school-based fines and fees, please contact your child's principal.

****Please note that this system is separate from School Cash Online, which is used for payments pertaining to student activities and fundraisers.***

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

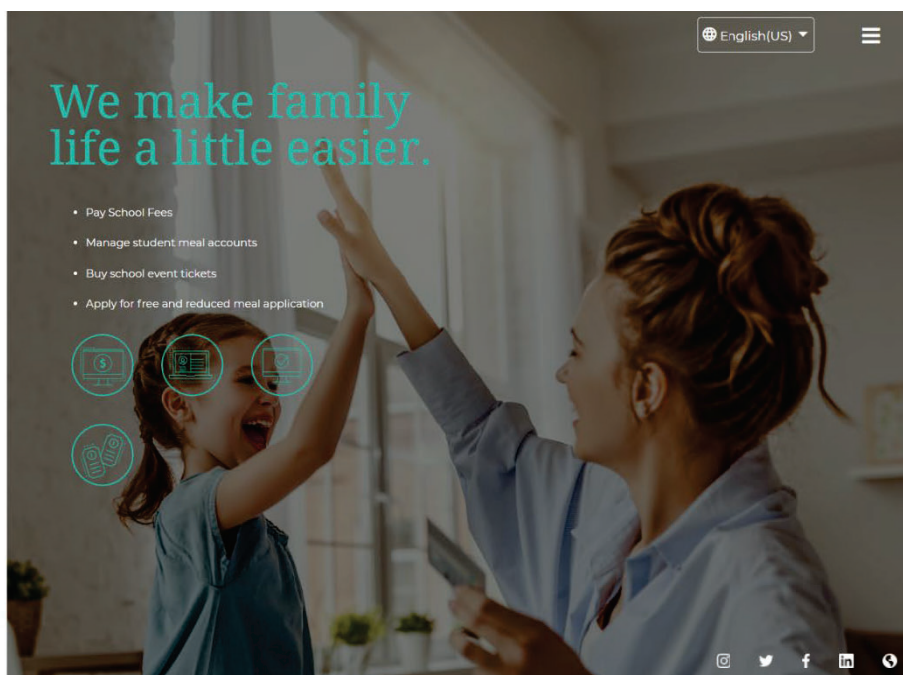
Password

[Forgot Password](#)

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

[Click here for 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](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 STUDENT ID: 354173 DISTRICT NAME: Anywhere USA SCHOOL NAME: High School GRADE: 11 RELATIONSHIP: Non-Guardian	Dolly Parton STUDENT ID: 9957694873 DISTRICT NAME: Anywhere USA SCHOOL NAME: Early Learning Center99 GRADE: RELATIONSHIP: Self
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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

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

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

Navigation: All Students | Adam Elizabeth SMITH | Brooke Rebecca Smith

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

Fees

All Fees
All Fees

Search

Fees

Optional

Navigation Menu:

- 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

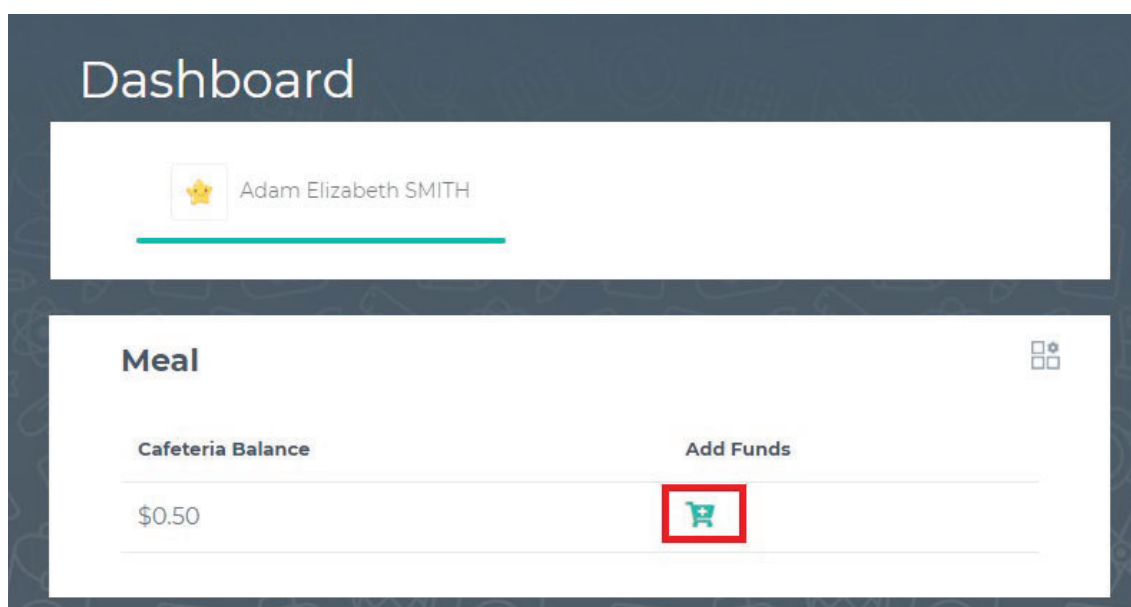
Version: 2022.08.31

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

