

Welcome to PaySchools!  
To get started, follow the PaySchools link from your school district's website.

1. First time users will need to create a PaySchools account by selecting “First time users, please [click here](#) to register.” Enter the required information on the following page to register your account. PaySchools does not store any information other than your name, address, phone number, email address and password. We do not share this information with any third parties and we do not store any bank account information.

**Returning users please enter your login information and select *Login* to continue.**

2. Select “Click here to associate students to your account” after you have logged in. Enter the Student ID, Student First Name and Student Last Name and select *Submit*. If the student information is correct, select *Add Student To Account* to continue. Select *Cancel Request* to return to the main page and begin a new search.

3. To add money to a student lunch account, select the [Add Money](#) link to continue. To pay for other items for your student, select the [Add Items](#) link to view and purchase those.

To add another student, select the “[Click here](#) to associate a student to your account” option from the bottom of the page.

4. Enter the dollar amount you would like to add to the student lunch account. Select *Calculate Total*.

Verify that the dollar amount has calculated correctly and select *Add to Cart* to continue.

You may also select *Reset* to return to the previous page or *Cancel* to return to the Your Students page.

## Welcome to PaySchools!

To get started, follow the PaySchools link from your school district's website.

The screenshot shows the PaySchools Online Payment Processing System interface. On the left is a 'Main Menu' with links: Your Online Profile, Your Students, Your Shopping Cart, Your Order History, Privacy Policy, Return Policy, Terms And Conditions, Contact Information, and Sign Out. The main area is titled 'Your Shopping Cart' and shows a table with one item: 'Online Payment' for \$25.00 under the category 'Nutrition Services' for student 'Traci'. Below the table is a 'Grand Total: \$25.00' and a 'Continue Shopping' button. A message says 'To add other items or to add items for another student, click Continue Shopping below.' At the bottom, it says 'If you are ready to check out, please click the Check Out button below.' and has a 'Check Out' button.

5. To add money to another student or other items to your cart, select the *Continue Shopping* button to be returned to the *Your Students* page. If you are ready to complete your purchase, select *Check Out* to continue.

The screenshot shows the 'Payment By Check' form. It includes fields for 'Pay to the order of' (with a dropdown menu), 'Date', and 'Amount' (with dollar and cent boxes). A 'Memo' field contains '026353253 | 0028071077345 ||\* 04857'. Below are input fields for 'Bank Routing Number' (123456789), 'Bank Account Number' (258369147), and 'Re-Enter Account Number' (258369147). A 'Special comment or instructions (450 characters max - optional)' field is also present. A 'Pay Now by E-Check' button is at the bottom. A note at the bottom left says 'Do not click more than once. The order confirmation page may take a few seconds to load.'

6. To make your purchase with an electronic check (e-check), complete the form below. Enter your 9-digit bank routing number and account number in the appropriate fields. If you have any special comments for your purchase, you may enter them in the box provided. Select the *Pay Now by E-Check* button once; the confirmation page may take a few seconds to load. If you are unsure if your transaction has processed or you receive an error message view your transactions by selecting *Your Order History* from the left-hand navigation bar.

To complete your purchase using a credit or debit card or PayPal, select the [\(Click Here\)](#) link under the *Payment by Credit Card or PayPal* option and continue with the following steps.

The screenshot shows the 'PaySchools Online Payment Processing' page. It features a 'Your School District Name Online Purchase' header with a 'Total: \$25.00 USD' and a 'Pay with Credit Card or Log In' section. The 'Pay with Credit Card' section includes fields for 'Country' (United States), 'Credit Card Number' (4275638278032278), 'Payment Type' (VISA, MasterCard, Discover, American Express), 'Expiration Date' (10/15), 'Billing Information' (Traci PaySchools, 6000 Grand Ave, Des Moines, IA 50312, United States, Chicago), 'Home Telephone' (515-555-5353), and 'Email' (traci@payschools.com). A 'Review Order and Continue' button is at the bottom. A 'Please log in' section on the right has fields for 'Email' and 'Password', a 'Log In' button, and a 'Forgot email address or password?' link.

To pay by Visa, MasterCard or Discover credit/debit card, enter the 16-digit card number, expiration month and year, the 3-digit security code from the back of your card and your home phone number and email address. Select the *Review Order and Continue* button.

If you have an existing PayPal account and would like to use that to complete your transaction, simply enter your PayPal login information into the fields provided. Please note that your PayPal login information may not be the same as your PaySchools login information. PaySchools does not have access to your PayPal login information and you should follow the "Forgot email address or password?" link to retrieve that information.

If you have any questions or comments regarding PaySchools, contact PaySchools Customer Support  
Toll-free: 866-729-5353 Option 2  
Email: [info@payschools.com](mailto:info@payschools.com)

After your transaction has been successfully completed, you will receive a confirmation page and an email with your order summary. Select *Sign Out* to end your session.