



PaySchools Central Account Setup

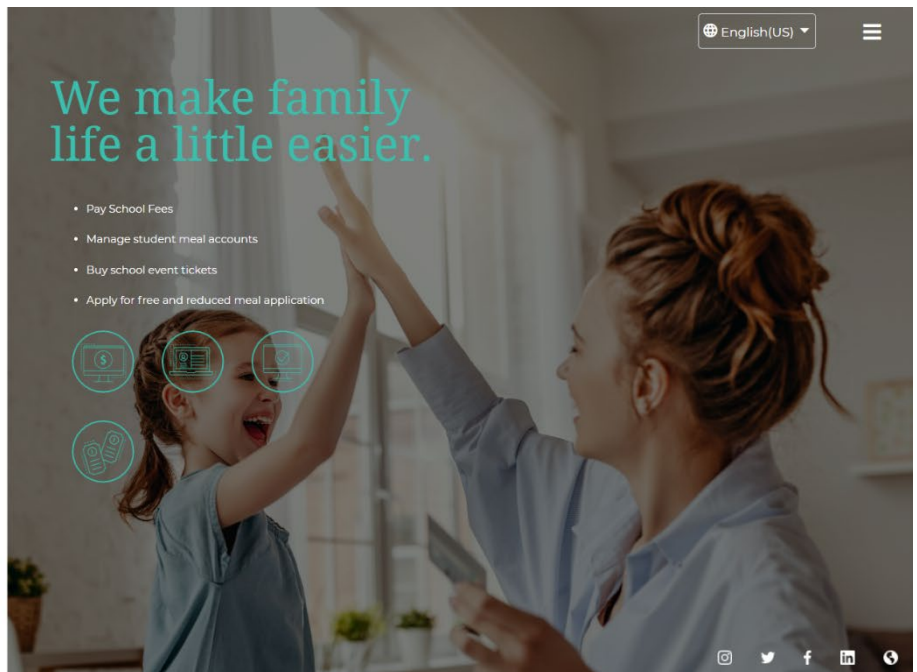
Step 1- Register

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, there is a logo and the text "Welcome back! Please login to your account." Below this are input fields for "Email" and "Password". A "Forgot Password" link is next to the password field. Below the input fields are two buttons: "LOGIN" and "REGISTER". The "REGISTER" button is highlighted with a red rectangle. At the bottom, there are links to download the app on Google Play and the App Store, and a link to "Click here for school events".



Step 2

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 3

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 4

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 5

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 6- 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 7- 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.

Notifications

Register Students Payments **Notifications**

Monthly Statement [Instructions](#) ⓘ

Day of Month [Select Day](#) Last Day [Monthly Statement](#) ☒

[Reset All](#)

UPDATE

CONTINUE

BACK

Step 7

Registration is Complete, Return to the Dashboard

Congratulations

Setup is complete!

[GO TO DASHBOARD](#)

Please do not hesitate to contact
PaySchools Central Customer Service **877-393-6628**