

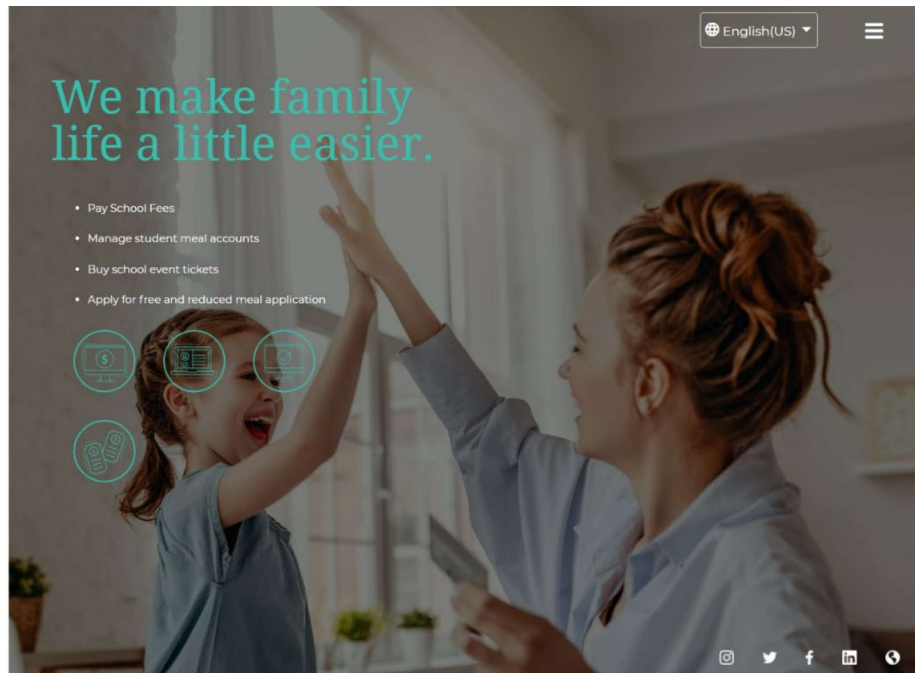
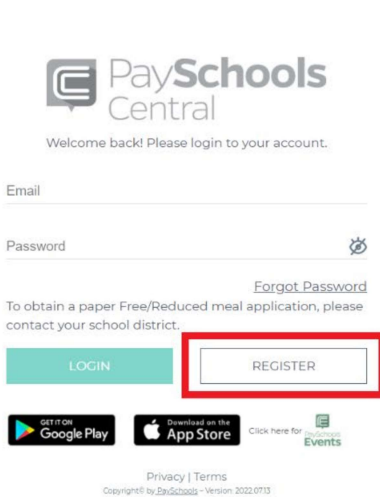
# PaySchools Central Account Setup

## Step 1- Register

Set up an account at <https://payschoolscentral.com> OR Download the APP



> click REGISTER



## 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](http://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](http://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.

<b>Grace Cooney</b> <span style="color: green;">●</span> <span style="color: red;">✕</span>	<b>Dolly Parton</b> <span style="color: red;">●</span> <span style="color: red;">✕</span>		
<b>STUDENT ID</b> 354173	<b>DISTRICT NAME</b> Anywhere USA	<b>STUDENT ID</b> 9957694873	<b>DISTRICT NAME</b> Anywhere USA
<b>SCHOOL NAME</b> High School	<b>GRADE</b> 11	<b>SCHOOL NAME</b> Early Learning Center 99	<b>GRADE</b>
<b>RELATIONSHIP</b> Non-Guardian		<b>RELATIONSHIP</b> 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**