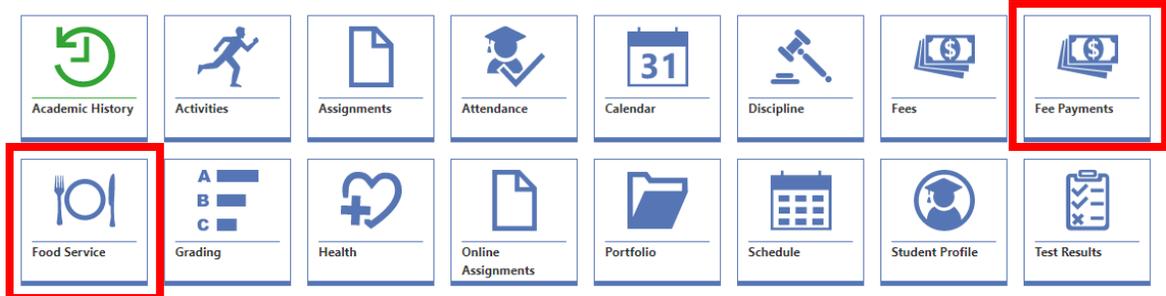


e-Funds for Schools Parent Documentation

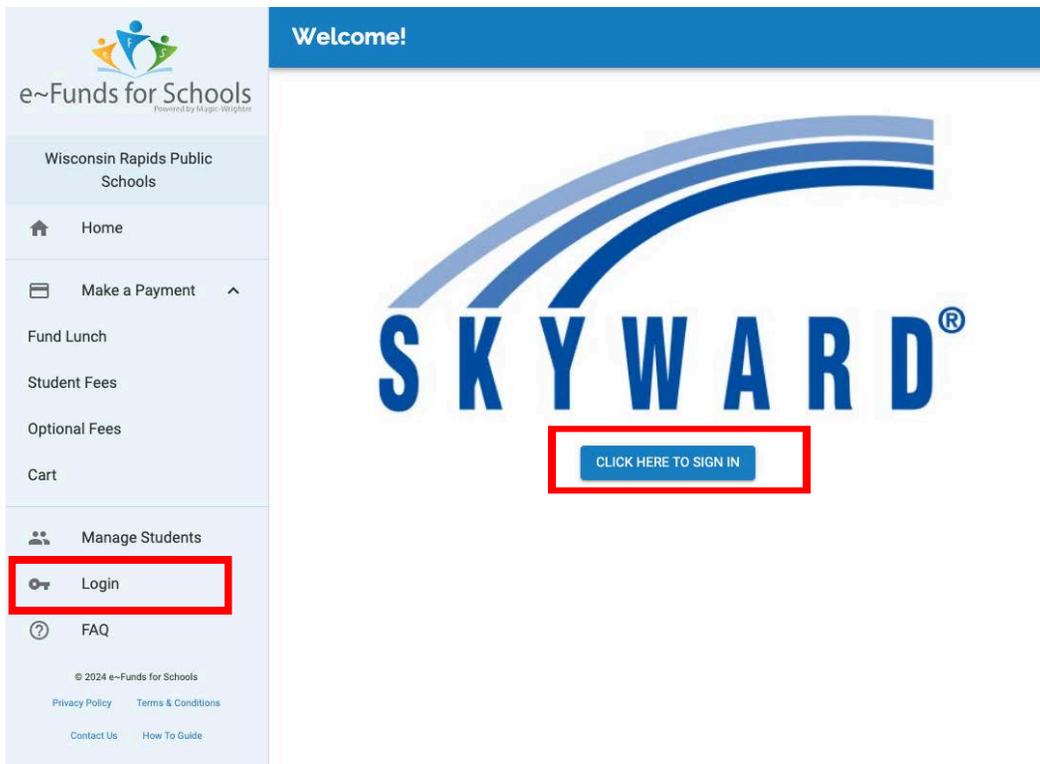
Users must log into e-Funds from their Skyward Family Access Portal.

- 1) From Skyward Family Access
 - a. Click either the **Food Service** or **Fee Payments** tile.



- b. Click the Online Payment button in the top right corner of the screen.  Online Payment
 - c. You will be redirected to e-Funds to complete the transaction.

- 2) From e-Funds website - <https://payments.efundsforschools.com/v3/districts/56177/>
 - a. Click Login to log in with Skyward.



Account Management – Payment Information

- 1) Log into your e-Funds account
- 2) Select **Payment Methods** under **Payment Settings**
- 3) Select **New Credit Card** or **New Direct Debit** (e-check) to add new payment information
- 4) After entering all required information, read Consent and select **Add** to save the information to account

New Credit / Debit Card

Cardholder Name
Cardholder name is required

Card Number

Expiration Date (MM/YY)

The payment service only accepts Visa, Mastercard, and Discover cards.

* Indicates required field

ADD CREDIT / DEBIT CARD

Add New Direct Debit

Account Number *

Routing Number *

Account Name *
* Indicates required field

Fee Notice
If any e-Funds for Schools payment that is authorized from your checking account is returned for Non Sufficient Funds "NSF", the e-Funds for Schools service provider will charge your account a \$15.00 NSF Fee. Payments that are returned as NSF may be retried up to an additional 1 time(s).

Consent
By clicking "Add", I confirm that the above listed information is correct, and to pay the associated fee(s) assessed and collected by the third party payment processor on each payment made with this payment method.

0123 0123 0123456789

NAME ADDRESS CITY STATE ZIP DATE

RF TO THE ORDER OF \$

BANK NAME ADDRESS CITY STATE ZIP

0123

HD 123456789 01234567890123 0123

Routing Number Account Number

Make a Payment

- 1) Select type of payment you would like to make (Lunch or Fees)
- 2) Select student
- 3) Enter amount of payment
- 4) Select **Begin Checkout**
- 5) Choose payment method or enter a new method
- 6) Review items and total
- 7) Select **Pay Now**

Create Recurring Payments

- 1) Follow steps 1-7 above to "Make a Payment"
- 2) During review, click **Edit** next to "Frequency"
- 3) Select how often you want the payment to be made (Monthly, Weekly, Bi-Weekly)
- 4) Enter the **Number of Payments** you want to make
 - a. You will see a preview of the next five payment dates/amounts, when the final payment would be made, and a grand total
- 5) Review and Click **Confirm**
- 6) Review items/total and enter CVV
- 7) Select **Pay Now**
- 8) To edit any recurring payments, click **Manage Recurring Payments** under **Payment Settings**

Note: Some examples of Recurring Payments could include payment plans or if you want to give your student a set amount each month for lunch.

Recurring Payment Arrangement

Start Date
2019-08-01

Frequency
Monthly

Number of Payments
10

Next 5 Payments:

- 08/01/2019 - \$40.00
- 09/03/2019 - \$40.00
- 10/01/2019 - \$40.00
- 11/01/2019 - \$40.00
- 12/02/2019 - \$40.00

Final Payment:

- 05/01/2020 - \$40.00

Grand Total: \$400.00

CONFIRM