

# Step-by-Step Guide for Parents

Getting started with e~Funds for Schools



#### **ACCOUNT MANAGEMENT – STUDENTS**

- **1.** Log into your account.
- 2. Select Manage Students under Manage Account.
- 3. Enter student Last Name and Family or Student ID#.
- 4. Select Add Student(s).
- 5. Repeat steps 2-4 to add additional students.

## **CREATING A NEW ACCOUNT**

- 1. Visit the website provided by your school district.
- 2. Click on Create an Account.
- **3.** Provide requested information.
- 4. Click Create Account.





## **ACCOUNT MANAGEMENT - PAYMENT INFORMATION**

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

#### MAKE A PAYMENT

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

