

Welcome to PaySchools!

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

1. Select "First time users, please [click here](#) to register" to begin or enter your PaySchools login information. If your district has used PaySchools in previous years, you do NOT need to re-register an account. Simply use the PaySchools login information and skip to Step 5.

The screenshot shows the PaySchools login interface. At the top is the PaySchools logo and the text "Online Payment Processing System". Below the logo is a "Main Menu" with links for "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 content area is titled "Welcome! Please Register or Sign In" and "PaySchools". It contains a message for "First time users, please [click here](#) to register." and a message for "Registered users, please enter your login information below." There are two input fields for "Email Address" and "Password", a "Login" button, and links for "Forgot your password or email address?" and "Not sure if you have an account?". At the bottom, there is a "GoDaddy.com SECURE WEB SITE" badge and a footer with the text: "Sponsored by the National School Boards Association. Home | Terms & Conditions | Contact | PaySchools © Copyright 2009 Local Government Services, Inc. Privacy Policy PaySchools Support: (866) 729-5353".

2. Enter all required (*) information on the following screen. Select *Register Now* when information is complete.

The screenshot shows the PaySchools registration page. At the top is the PaySchools logo and the text "Online Payment Processing System". Below the logo is a "Main Menu" with links for "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 content area is titled "Creating Your Online Profile" and "PaySchools". It contains a message: "Please complete the form below to register your PaySchools account. We do not share our customer information with any other organization or entity. ([Privacy Policy](#))". Below this is a message: "If you have previously registered, please [click here](#) to log in." The registration form has a section for "(*Required Fields)" with the following fields: "*First Name: Traci", "*Last Name: PaySchools", "*Billing Address line 1: 1234 Any Street", "Billing Address line 2:", "*City: Hometown", "*State: Iowa", "*ZIP Code: 50312-1234", "Country: USA", "*Telephone Number (Including area code): 866-729-5353", "*Email Address: traci@payschools.com", "*Type Email Address Again: traci@payschools.com", "*Choose a Password: ****", and "*Type Password Again: ****". There is a checkbox for "Remember me on future visits (Avoids login prompt in the future) (not recommended if you are on a public computer or terminal)". At the bottom, there is a message: "We do not share our customer information with any other organization or entity. No customer credit card or bank account numbers are stored." and a "Register Now" button.

3. Once you have registered, you will automatically be logged into your account. You will need to add your student(s) to your account. Select “[Click here](#) to associate students to your account.” Enter the Student ID, Student First Name and Student Last Name and select *Submit* to continue. Please contact the school if you are unsure of the information required.

4. Student information appears below. 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.

ID	Student Name	Grade	District
123456	Traci PaySchools	KG	School District

5. Once you have students associated to your account, you can begin your transaction. To add money to a student lunch account, select the [Add Money](#) link to continue. If your school offers items other than lunch through PaySchools, select the [Add Items](#) link to view and purchase those items.

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

The screenshot shows the PaySchools interface. The header includes the PaySchools logo and the text "Online Payment Processing System". A "Main Menu" sidebar on the left contains buttons for "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 content area displays a welcome message: "Hello Traci! Welcome back to PaySchools." Below this, it states: "Below are the lunch account balances for your associated students. Balances in red text indicate a negative balance." A table shows the account for "Traci PaySchools" with a "Lunch Account Balance" of \$25.25. Links for "Add Money" and "Add Items" are provided. At the bottom, there is a link to "Click here to associate a student with your account." and a note about receiving low balance emails.

ID	Name	Lunch Account Balance	Lunch Account	Available Items
123456	Traci PaySchools	\$25.25	Add Money	Add Items

6. Enter the dollar amount you would like to add to the student’s lunch account. Select *Calculate Total* to continue or *Cancel* to be returned to *Your Students*.

The screenshot shows the "Account Status" page. The header is the same as the previous screenshot. The "Main Menu" sidebar is also present. The main content area displays the "Current Balance for Traci" as \$0.84. Below this, it prompts the user to "Enter the dollar amount you would like to add to:" with an input field containing "25.00". There are "Calculate Total" and "Cancel" buttons. At the bottom, it shows "Total Added to Lunch Account: \$0.00" and a note: "If you do not want to add money to the student account listed above, select the Cancel button above to return to the previous page."

7. 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.

PaySchools
- Online Payment Processing System

Main Menu

- Your Online Profile
- Your Students
- Your Shopping Cart
- Your Order History
- Privacy Policy
- Return Policy
- Terms And Conditions
- Contact Information
- Sign Out

Account Status

PaySchools

Current Balance for Traci \$0.84
(Red indicates negative balance)

Confirm the dollar amount you would like to add to:

Traci's Lunch Account

Total Added to Lunch Account: **\$25.00**

If you do not want to add money to the student account listed above, select the Cancel button above to return to the previous page.

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VERIFY
JUL 27 2009 14:25:24

8. 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.

PaySchools
- Online Payment Processing System

Main Menu

- Your Online Profile
- Your Students
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- Your Order History
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- Return Policy
- Terms And Conditions
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- Sign Out

Your Shopping Cart

PaySchools

Shopping Cart Items

Category	Item Name	Price	Student	
Nutrition Services	Online Payment	25.00	Traci	<input type="button" value="Delete"/> <input type="button" value="Edit"/>

Grand Total: \$25.00

To add other items or to add items for another student, click Continue Shopping below.

If you are ready to check out, please click the Check Out button below.

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9. 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, please call PaySchools at 866-729-5353 Option 2 or view your transactions by selecting *Your Order History* from the left-hand navigation bar.

PaySchools
- Online Payment Processing System

■ Main Menu

- Your Online Profile
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Checkout: Payschools Accepts Check or Credit/Debit Card Payments

PaySchools

Please verify that the information below is correct.

Your Billing Address: (change)

Traci PaySchools
1234 Any Street
Hometown, IA, 50312-1234, USA
866-729-5353
traci@payschools.com

Category	Item Name	Purchased For	Price	Qty
School District	Nutrition Services	Online Payment	Traci (123456)	\$25.00 1
				District Subtotal \$25.00
				District Convenience Fee \$0.00
				District Total \$25.00

Grand Total: \$25.00

Payment By Check (Complete Form Below) Pay by Credit Card or PayPal (Click Here)

JOHN OR JANE DOE
1234 Some Street, 123-456-7890
Hometown, IA, 58865 **Bank Routing Number** 4857 Date

Pay to the order of \$ Dollars

Bank of your choice Bank Building Hometown, IA

Bank Account Number

Memo | 026353253 | 0028071077345 ||* 04857

123456789 Bank Routing Number

258369147 Bank Account Number

258369147 Re-Enter Account Number

Special comment or instructions (450 characters max - optional)

Pay Now by E-Check

Do not click more than once. The order confirmation page may take a few seconds to load.

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.

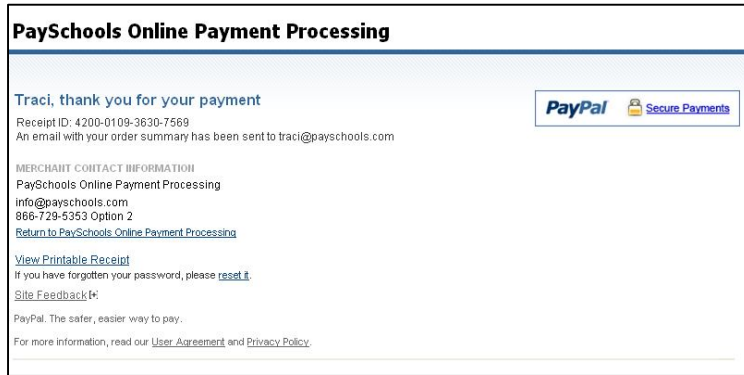
10. To pay by Visa, MasterCard or Discover credit/debit card, enter the 16-digit card number, expiration month and year, the 3-digit security code from the back of your card and your home phone number and email address. Select the *Review Order and Continue* button.

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.

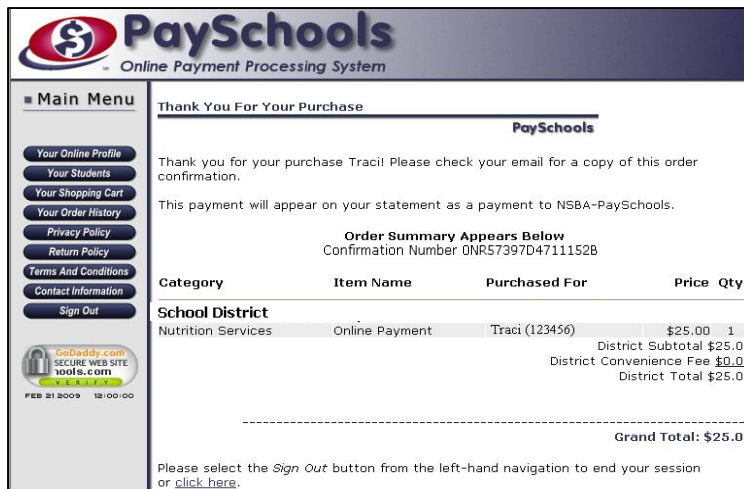
11. Review the order information as it is displayed below. If you would like to add comments to your order, select “Add special instructions to the merchant” link. Those notes will appear on your order summary and will be visible to the school district; PaySchools can not guarantee that the comments will be read by district staff. If your order is correct as noted, select *Pay Now* to process your order.

If changes to your order are necessary, select the Cancel link to restart your order.

12. Once your order is complete, you will receive a confirmation page from PayPal. Select “Return to PaySchools Online Payment Processing” to be directed back the PaySchools confirmation page.



13. You will receive a confirmation page from PaySchools and a confirmation email to the address on your PaySchools account. Select Sign Out to end your session.



NOTE: Payments may not be updated to the student lunch account until the following business day. The balance information reflected is the most current received from the school. Please contact your school to determine when payments are updated to the student account.