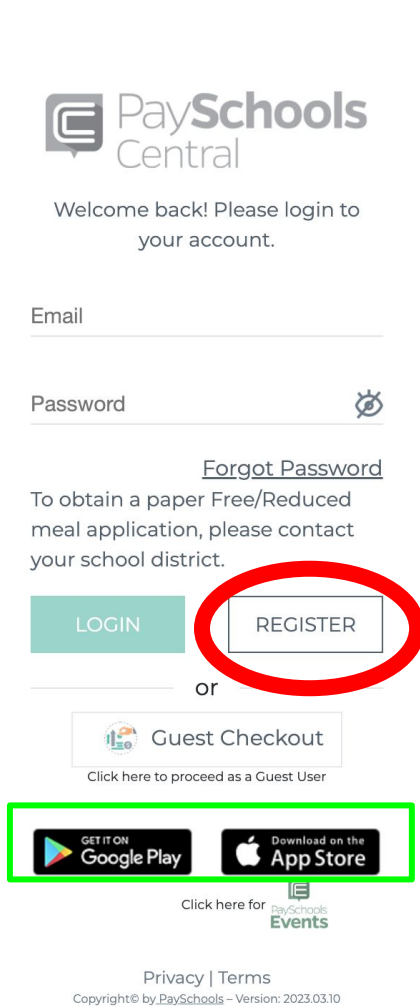




**Registering**

Go to [payschoolscentral.com](https://payschoolscentral.com)  
and select the **Register** option.



The screenshot shows the PaySchools Central website's login and registration interface. At the top left is the PaySchools Central logo. Below it, a message says "Welcome back! Please login to your account." There are input fields for "Email" and "Password". A "Forgot Password" link is located below the password field. Below the input fields are two buttons: "LOGIN" and "REGISTER". The "REGISTER" button is circled in red. Below these buttons is a link for "Guest Checkout" with the text "Click here to proceed as a Guest User". At the bottom, there are two buttons for downloading the app: "GET IT ON Google Play" and "Download on the App Store", which are enclosed in a green rectangular box. Below these buttons is a link for "paySchools Events" with the text "Click here for". At the very bottom, there are links for "Privacy | Terms" and a copyright notice: "Copyright© by PaySchools - Version: 2023.03.10".

PaySchools Central

Welcome back! Please login to your account.

Email

Password

[Forgot Password](#)

To obtain a paper Free/Reduced meal application, please contact your school district.

[LOGIN](#) [REGISTER](#)

or

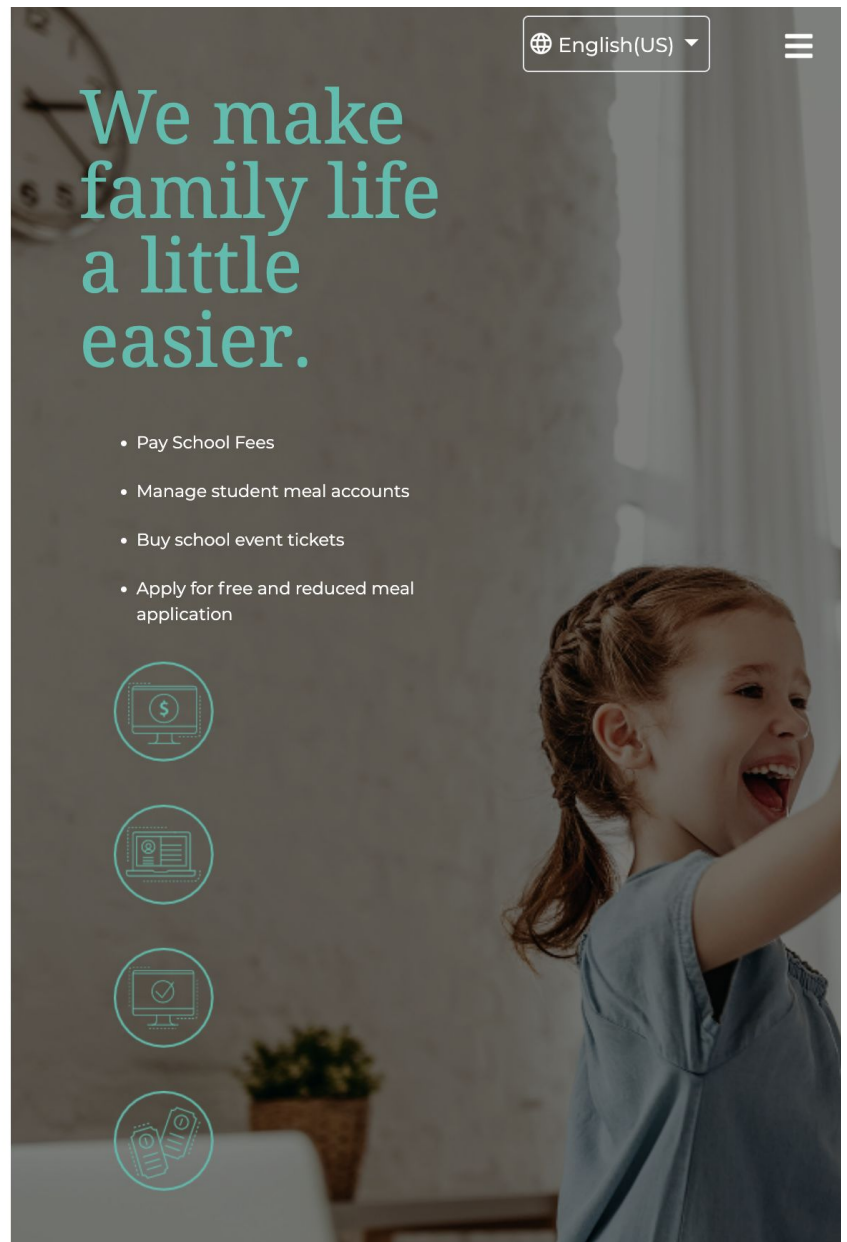
[Guest Checkout](#)  
Click here to proceed as a Guest User

[GET IT ON Google Play](#) [Download on the App Store](#)

Click here for [paySchools Events](#)

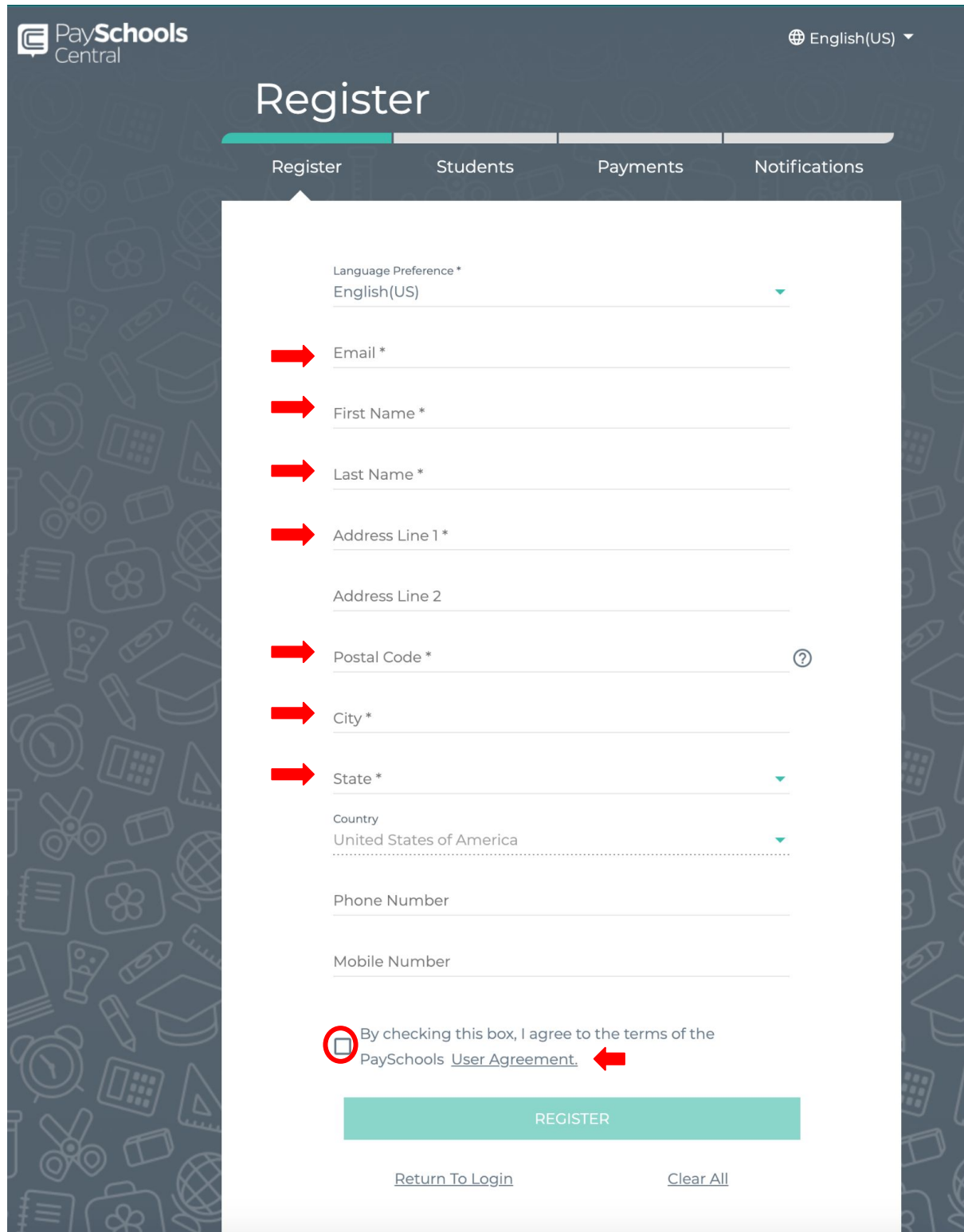
[Privacy | Terms](#)  
Copyright© by PaySchools - Version: 2023.03.10

You can also  
download the PaySchools  
Central app.



The screenshots in this document are from the website.

On the **Register** page, fill out all required fields marked by an asterisk. Be sure to check the User Agreement and click the box before selecting Register.



The screenshot shows the 'Register' page of the PaySchools Central system. The page has a dark blue header with the PaySchools Central logo on the left and a language selector 'English(US)' on the right. Below the header is a navigation bar with four tabs: 'Register' (active), 'Students', 'Payments', and 'Notifications'. The main content area is a white form with various input fields. Red arrows point to the following fields: 'Email \*', 'First Name \*', 'Last Name \*', 'Address Line 1 \*', 'Postal Code \*', 'City \*', and 'State \*'. The 'Language Preference' dropdown is set to 'English(US)'. The 'Country' dropdown is set to 'United States of America'. There are also fields for 'Address Line 2', 'Phone Number', and 'Mobile Number'. At the bottom of the form, there is a checkbox labeled 'By checking this box, I agree to the terms of the PaySchools User Agreement.' with a red arrow pointing to it. Below the checkbox is a large teal 'REGISTER' button. At the very bottom, there are two links: 'Return To Login' and 'Clear All'.

PaySchools Central

English(US)

## 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](#)

Once completed, you will see the following pop-up.

## 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](#)

Make sure to go to your email to confirm your account and create a password.

Your email will look like:

## 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



## 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

The LOGIN link will take you back to the main page for you to continue creating your account.  
Create your three Security Questions and Answers.

## 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](#)



# Account security complete

Thank you for securing your PaySchools account. The following screens will assist you with the next steps. You can add students or staff as well as set up payment methods and notifications. Or press skip to complete these steps later.

CONTINUE

District: IC School - Annandale

Student Id: Your child's PowerSchool number

## 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 \*

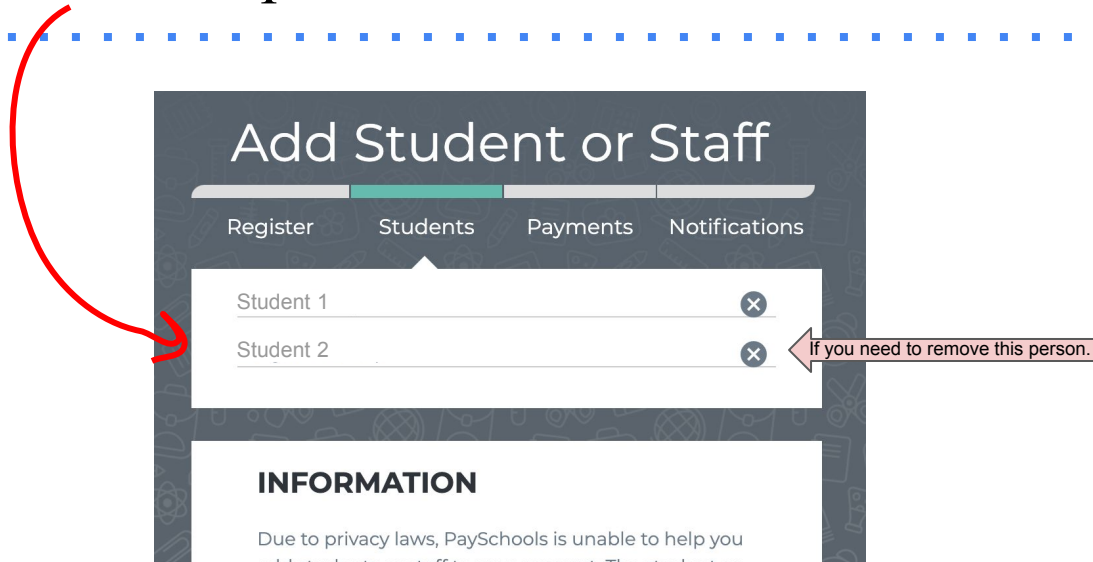
Relationship to Student/Staff \*

[Clear All](#)

ADD STUDENT / STAFF

SKIP

If you have more students to add, click back and put in the needed information. Keep clicking add student for each person you are adding. The names you are adding will be at the top of the screen.



Check the information you submitted, make any changes if needed.

A screenshot of the 'Add Student or Staff' form. The form has a dark blue header with the title 'Add Student or Staff' and a progress bar with four tabs: 'Register', 'Students', 'Payments', and 'Notifications'. Below the tabs, there is a white box containing the text 'THANK YOU!' and a message: '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.' Below this message, there is a white box containing the student details. The details are: 'Child's Name' (with a green checkmark), 'STUDENT ID' (1234), 'DISTRICT NAME' (IC School - Annandale), 'SCHOOL NAME' (Immaculate Conception School), 'GRADE' (9), and 'RELATIONSHIP' (Guardian). A pink arrow points from the text 'If you need to remove this person.' to the 'x' icon next to the 'Child's Name' field. At the bottom of the form, there are two buttons: 'CONTINUE' and 'BACK'.



## Credit/Debit Cards

Transactions less than \$25:  
\$1.75/transaction

Transactions \$25-\$49.99:  
\$2.25/transaction

Transactions greater than \$49.99:  
4.50% of transaction

PaySchools Central English(US)

### 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**

Credit/Debit Card

ACH/Check

SKIP

BACK

## Electronic Check

Transactions of all amounts:  
\$1.95/transaction

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 \*

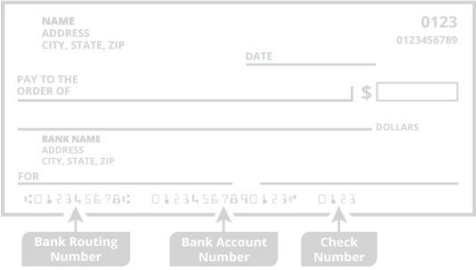
ACH/Check

Nick Name \*

Account Type \*

Account Number \*

Routing Number \*



**ACH Electronic Check Processing Terms and Conditions:**

1. I authorize CP-DBS, LLC dba PaySchools, as owner and operator of payschoolscentral.com, to debit my account described above for non-recurring ACH Electronic transactions processed through the site.

2. I agree to pay a return fee of up to \$30.00 if my ACH transfer is returned unpaid. CP-DBS, LLC dba PaySchools may represent my transfer up to two more times. I authorize CP-DBS, LLC dba PaySchools to make a one-time electronic fund transfer from my account to collect the \$30.00 fee. If my electronic transfer remains unpaid, my debt will be turned over to a collection company or a check recovery company that may charge me a processing fee, as permitted by law. Any information I provide while registering for payschoolscentral.com can be used in this process.

By Registering above account for credit/ACH transfers, I acknowledge that I am an authorized signer of this account.

☐ By checking this box, I agree to the ACH electronic check processing terms and conditions.

☐ By checking this box, I am setting this as my default payment method.

[Clear All](#)

ADD PAYMENT METHOD

SKIP

BACK

## 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 \*

Credit/Debit Card

Nick Name \*

Card Number \*

MM/YY \*

CVV Number \*



### Credit Card Processing terms and Conditions:

1. I authorized CP-DBS, LLC dba PaySchools, as owner and operator of payschoolscentral.com, to charge my account described above for non-recurring credit card transactions processed through the site.



☐ By Checking this checkbox, I agree to the Credit Card Processing Terms and Conditions.

☐ By checking this box, I am setting this as my default payment method.

[Clear All](#)

ADD PAYMENT METHOD

SKIP

BACK

## Add Payment Method

Register Students Payments Notifications

My Credit Card

### 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 \*

[Clear All](#)

CONTINUE

BACK

You can put in more than one payment method if you would like. Just select **Payment Type** again and put in the information. Once you have put in your payment methods, click **Continue**.

Verify your payment information and then **Continue**.

## Add Payment Method

Register

Students

Payments

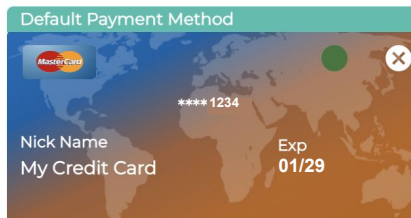
Notifications

### THANK YOU!

Thank you for adding your payment method(s).

Please review the list below and make any additional changes, if needed, to remove or add payment methods.

#### Default Payment Method



CONTINUE

BACK

# Notifications

Register

Students

Payments

Notifications

## Meal Account

Instructions 

Balance	Amount \$ 5.00	Low Meal Balance	<input type="checkbox"/>
Day of Month	Select Day Last Day	Balance Reminder	<input type="checkbox"/>

## Monthly Statement

Instructions 


Day of Month	Select Day Last Day	Monthly Statement	<input type="checkbox"/>
--------------	------------------------	-------------------	--------------------------

[Reset All](#)

UPDATE

CONTINUE

BACK

Toggle these to on   
to get a notification if the balance  
goes below an amount that you  
specify or on a certain date.

You can also choose to get a monthly  
statement sent to your email.

# Congratulations

Setup is complete!

GO TO DASHBOARD

## Dashboard



All Students



Student 1





Student 2

### Meal

Set up **Auto Replenish**



See page 13.

Name	Cafeteria Balance	Add Funds
Student 1	\$8.00	 Add funds as needed.
Student 2	\$12.00	 See below.

Name

Balance

Student 1

\$8.00

\$

Amount

ADD TO CART

## Here's How Auto-Replenish Payment Works

You authorize Auto-Replenishment charges to your credit card or checking/savings account according to the payment plan you have selected. When your student's balance reaches the trigger level, a transaction will be processed and a receipt for each payment will be emailed to you. Auto-Replenishment transactions are processed throughout the day due to the volume of transactions, there may be a delay between your student's balance changing and the payment being processed. You must opt out by changing your Auto-Replenishment settings before then if you do not want a transaction processed. No prior-notification will be provided for payments.

CLOSE

# Auto Replenishment



All Students



Student 1




Student 2

Instructions 

Meal Account

## Student 1

Account Balance\* \$8 Balance Level\* \$5


Amount to Add\* \$10 Stop Payments After\* 

Payment Method\* My Credit Ca... ▼

SAVE

## Student 2

Account Balance\* \$12 Balance Level\* \$5

Amount to Add\* \$10 Stop Payments After\* 

Payment Method\* My Credit Ca... ▼

SAVE

Be sure to check this date so you are not replenishing during the summer.



# Dashboard



All Students




Student 1



Student 2

## Meal





Name	Cafeteria Balance	Add Funds
Student 1	\$8.00 In-Cart \$ 12.00	
Student 2	\$12.00 In-Cart \$ 8.00	

## Cart

Items in Cart List

Delete Items 

<input type="checkbox"/>	Item Name	Description	Amount	Discount	Remove
Student 1 (2345)					
<input type="checkbox"/>	Meal	Patron: Student 1	\$ 12.00	\$0.00	
Student 2 (4321)					
<input type="checkbox"/>	Meal	Patron: Student 2	\$ 8.00	\$0.00	

Cart Amount: \$20.00

## Checkout

Payment Method

My Credit Card ▾

[CONTINUE](#)[Return To Dashboard](#)



PaySchools gives you a chance to back out  
or change your order before final submission  
of the order.



## Totals

Sub Total	\$20.00
Internet Convenience Fee: ?	\$1.75
Total Amount Due	\$21.75

☐ By Checking this checkbox, I agree to the terms and conditions.

Credit Card Processing terms and  
conditions :



MAKE PAYMENT



## Dashboard

### Notifications

 Messages

 Notifications

### Account

 Your Profile

 Secure Account

 Your Students

 Payment Methods

 Auto Replenishment

 Digital ID

### History

 Payment History

 Reports

### School District

 Free/Reduced Meal Application

 Share Benefits with other  
Departments

 View Completed Application

 School Events

### Information

 Help

 Privacy

 Terms and Conditions

 Logout

Version: 2023.03.18

Please read the following questions to see if one of them answers your question:

Contact Us

How do I Add a Student or Staff Member to My Account?

How do I Add or Edit Payment Methods?

How do I Checkout?

How do I Get a Refund or Transfer Unused Lunch Funds?

How do I Log in?

How do I Schedule a Fee Payment?

How do I Set up Automatic Debits (Auto Replenishment)?

How do I Set Up Email Notifications?

How do I Set Up Meal Restrictions?

How do I View Account/Purchase Activity?

How do I View Messages from PaySchools or my School District?

I Cannot Find the Fee I Need to Pay.

I Have Questions About my Lunch Balance.

Is it Safe to Store my Credit Card or ACH Information with PaySchools?

Is There a Cost or Fee for Using PaySchools Central or PaySchools Mobile?

My Question is NOT Listed / I Have a Different Question

What do you do with my Personal Information?

Why is My Balance Not Updating?

Why should I use PaySchools Central or PaySchools Mobile?

If you have a different question:

These articles do not answer my question.

