# Step-by-Step

## Getting started with e~Funds for Schools

### CREATING A NEW ACCOUNT

1. Visit the website that was provided to you by your school district
2. Click on “Register Here”
3. Provide requested information
4. Click “Sign Up!” after you have read and agreed to the Terms of Service and Privacy Policy
5. You will be brought to the Student Management webpage
6. Use the Student Number your school has provided you, along with your student’s last name. Click “Add”
7. Once all students have been added, click “Continue to Account Overview”

### MAKE A PAYMENT

1. Sign in to your account
2. Under “Payment Options,” click “Make a Payment”
3. Enter your Checking Account OR Credit/Debit Card information
4. Click “Save”
5. Return to Payment

### VIEW PAYMENT HISTORY

1. Sign in to your account
2. Under “Payment Options,” click “View Payment History”
3. Your past 30-day history will be displayed
4. Click the drop down menu on the right to view payments for your current or previous school year

### SCHEDULE PAYMENTS

1. Sign in to your account
2. Under “Payment Options,” click “Make a Payment”
3. Select the student you wish to make a payment for
4. Enter the dollar amount you would like to deposit for each student
5. Select the date in which you would like to make your payment
6. Click “Continue”
7. Verify your payment information is correct and accept convenience fee(s)
8. Click “Submit”
9. Print receipt for your records

### ADD LOW MEAL BALANCE PAYMENTS

1. Sign in to your account
2. Under “Advisory Services,” click “Low Meal Balance”
3. Enter a Minimum Balance and Replenish dollar amount
4. Check the box under “Notice” to receive emails when your student’s account is low
5. Check the box under “Auto Replenish” to automatically have the Replenish Amount added to your student’s account when the Minimum Balance is low
6. Click “Apply Low Meal Balance Settings”