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 web page
6. Use the Student Number you school has provided, along with your student’s last name. Click Add.
7. Once all students have been added, click Continue or Continue to Account Overview.

SCHEDULE PAYMENTS
1. Sign into your account
2. Under Payment Options, click Make a Payment
3. Select the student for whom you wish to make a payment
4. Enter the dollar amount you would like to deposit for each student
5. Select the date on 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 into your Account
2. Under Account Settings, click Student Management and select 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 balance is low
6. Click Apply Low Meal Balance Settings

MAKE A PAYMENT
1. Sign into 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 into 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