

Pay Schools Set-up Instructions

PaySchools Central has been implemented at Greenland Central School as an optional online payment platform to help make managing lunch payments easier. Please read instructions carefully before starting the process.

See steps below to set up your account:

1. Open an Internet browser on your home computer ie Chrome, Firefox, Safari, Internet Explorer. (The mobile APP option is only available after an account is created)
2. Type www.payschoolscentral.com
3. Select the "Register" option from the menu. The portal will guide you through the steps you need to follow in order to establish an account.
4. Once your contact data is entered, you will receive an email from PaySchools Central with a link to confirm the registration, and to create your password.
5. The first time you log in, you will need to enter your child's PowerSchool's ID number, using the "Add Student/Patron" tab located in the upper right corner in the rectangular blue box.

Note: You must enter your child's full name as listed in PowerSchool. (Nick names will not be accepted)

Student ID numbers can be requested by emailing Lynne Cheney at lcheney@sau50.org

6. To add funds to your child's account, go to the "All Students" tab on the home page. Enter the desired amount in the "Amount to Add" box and click "Add to Cart." The Internet convenience fee per transaction when using credit or debit card is \$1.95 for purchases below \$50.00, or a 4.0% charge for purchases of \$50.00 or more.

Once established, you may:

- 1) Use the "Manage Auto Replenish" feature to replenish your student's account when the balance falls below your desired threshold.
- 2) Use the mobile APP to manage payments on-the-go as another option after initial account creation.

Please note that if you need to return to the home page, click on the PaySchools Central icon on the top left corner of each landing page.

If you have any questions regarding the use of PaySchools Central, email psc_help@payschools.com or call 1-877-393-6628.

You can also replenish your students lunch account by sending in a check (made payable to Greenland Central School) or cash in an envelope with your students full name.

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We are writing to inform you that the fees for some card transactions processed electronically through PaySchools (i3 Education) will increase effective September 6, 2022. In April of 2022, the major card brands implemented a significant increase in processing fees. The decision to increase fees was not made lightly, as it is our second increase in 15 years.

Food Service Deposits

TRANSACTION AMOUNT	ASSOCIATED FEE
\$0.00 - \$24.99	\$1.75
\$25 - \$49.99	\$2.25
\$50 or more	4.50%

School Fees and All Other Non-Food Service Payments

TRANSACTION AMOUNT	ASSOCIATED FEE
Any	4.50%