

Payschools Central - Guide for Families

Quick Info

Payschools Central Site: <https://payschoolscentral.com/>

One sheet directions for account setup: [EZ Pay to PSC Guide 2024.pdf](#)

Icons

- Cart w/ plus sign = add meals funds or add fee to checkout
- Small v = dropdown menu
- Cart in top right corner w/ amount & number of items = checkout
- Instructions are included with some boxes
- Logout in bottom right corner of Dashboard side bar

Instructions 

Payschools' own manual on Payschools Central: [PaySchools Central Full User Guide.pdf](#)

Additional info on fees, including convenience fees, is here
<https://www.masonohioschools.com/fees>

If you'd like to quickly get to different parts of this guide, click on this icon to your left and a menu of topics will appear! Click whichever topic you need to access for instructions.



Setting Up An Account

Directions

[EZ Pay to PSC Guide 2024.pdf](#) = one sheet quick glance

[PaySchools Central Full User Guide.pdf](#) = step by step guidance

Questions or issues

Contact the dedicated support line: 1-877-393-6628 or you can email them at PSC_help@payschools.com.

- Payschools can see what you're seeing, which helps with troubleshooting!
- If Payschools is helping you, they can't make any changes to your profile or view sensitive information.

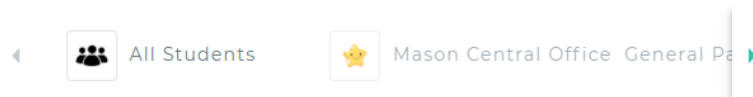
Don't know your student's ID? Ask your student, many Mason students know and use their ID numbers every day. If you are unable to find this information in your records, you may email support@masonohioschools.com.

Center Dashboard

One stop shop for viewing what's available to you.

Center area scroll up or down to:

View students on your account



View & add meal balances

Meal

Name

Cafeteria Balance

Add Funds



- Add funds



- View Meal History



- Transfer Meal balances between your students

View & pay fees

Fees

All Fees
All Fees



Search

- Select the Dropdown
- All Fees = everything available to your student(s) based on building/grade level

- Assigned Fees = school fees feeding over from eschools, assigned by building and/or by student class schedule
 - Loaded for payment in August (most buildings), September and/or start of 2nd semester at the HS
 - School fees must be paid unless waived by free/reduced lunch program
- Optional Fees = activity fees that are related to specific participation, available based on building/grade level
 - Loaded for payment throughout the school year
 - Optional fees are NOT owed if your student isn't participating in that particular program or purchasing those particular items
 - Use the Dropdown arrows next to each category to see what's available since multiple groups can be under one category

HS Student Activities
▼

- Paid Fees = everything you've paid under your login
 - Won't include anything paid at school/on site (PASS)
- Anytime you see a cart with a plus, you can add that particular fee to your cart to pay. This example shows an Optional Fee:

HS Student Activities

Fee Name	End Date	Amount Due	Student	Action
StuGo Membershi p Fees 24/25	08/04/24	\$ 25.00		 
 Fee Details		 Optional Fees		

- Fee Details = click to see more information about the fee, including who to contact with questions
- Calendar = schedule a payment
- When you add to cart (by clicking the cart button) you'll get a popup, review then Add to Cart:

Fee Name	Paid	Amount Due
StuGo Membership Fees 24/25	\$0.00	\$25.00

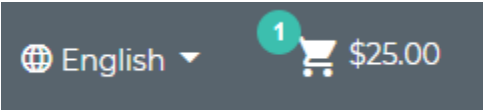
Fee Name: StuGo Membership Fees 24/25

Fee Description: MHS Student Government Fees, please contact Jeff Schlaeger with any questions. (Schlaegerj@masonohioschools.com)

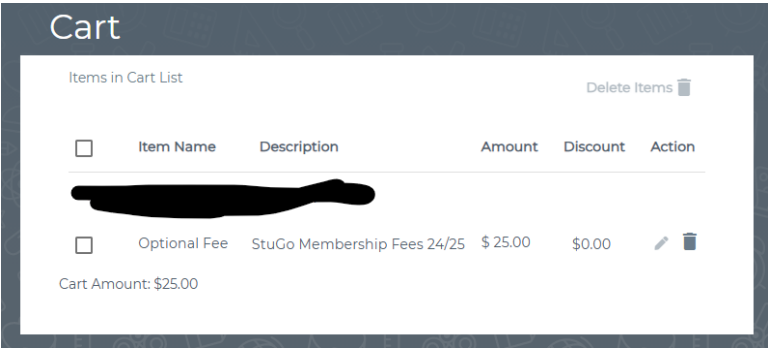
\$ 25.00

ADD TO CART

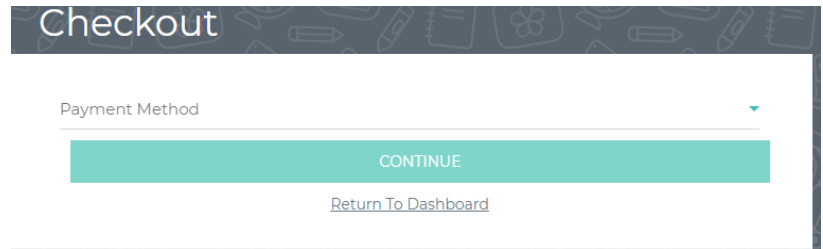
- The Top right hand corner next to the Language Dropdown shows that you have items in your cart ready for checkout and payment



- Your cart will show everything you've selected to pay (Assigned/School Fees, Optional/Activity Fees, Meals, etc). You can remove items at this time by clicking the trash can to delete. Edit is available but not on every fee.



- Under Checkout, click the dropdown menu to choose your Payment Method
 - You must have at least one method of payment on your account at a time

A screenshot of a checkout form. At the top, there is a dark blue header with the word "Checkout" in white. Below the header, the form has a white background. It features a "Payment Method" label with a dropdown arrow. A prominent teal "CONTINUE" button is centered below the label. At the bottom of the form, there is a link that says "Return To Dashboard".

Checkout

Payment Method ▼

CONTINUE

[Return To Dashboard](#)

- Click Continue to finish the checkout process

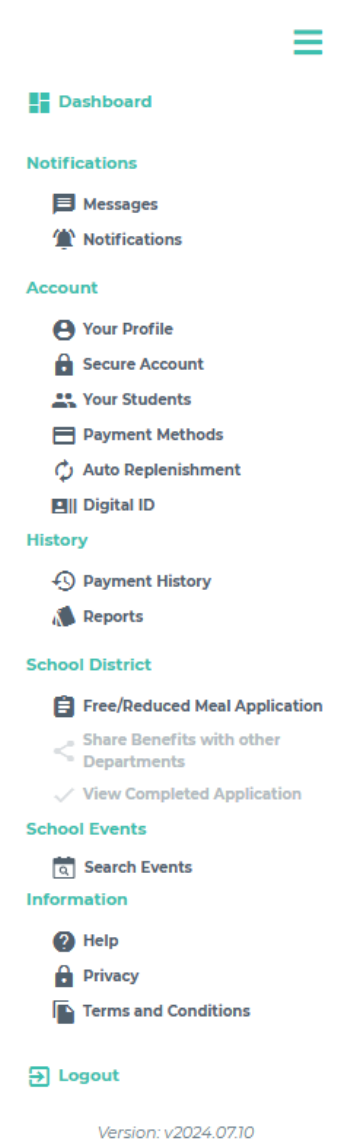
Fundraiser or guest checkout

This will only be used for certain payments that are NOT attached to a specific student.

Anyone with the link would be able to make a payment towards this category.

Dashboard Side Bar

There's an additional set of menus on the right side:



Notifications

- Messages
- Notifications
 - Setup & manage Meal & Fee reminders for your profile here
- Instructions are included with each box

Instructions 

Account

- Your Profile
 - Setup & manage your login here
 - Update contact info as well as communication preference
- Secure Account
 - Setup & manage your security questions here
- Your Students
 - Add your students here
 - View your students & some additional information about them here as well
- Payment Methods
 - Setup & manage your payment methods here
 - Add new ones, update current ones, or delete as well
 - Must have at least one active payment method at a time
 - To add there are two options:
 - Credit/Debit Cards
 - Card information & agreement to terms are required before clicking Add Payment Method
 - Convenience fees are listed here
<https://www.masonohioschools.com/fees>
 - ACH/Check
 - Link a bank account to Payschools using this option
 - Bank information & agreement to terms are required before clicking Add Payment Method
 - Convenience fees are listed here
<https://www.masonohioschools.com/fees>
- Auto Replenishment
 - Must have a payment method setup before this can be done
- Digital ID

History

- Payment History
 - All payments made via your login can be viewed here
 - This can help with tracking back to credit card/ACH charges you see on your credit card bills/bank statements
- Reports
 - Meal reports allow you to see what activity has occurred in your student's meal account, including what they've bought

School District

- Free/Reduced Meal Application

- This can be filled out as needed
- More information on the application process is available here
<https://www.masonohioschools.com/fees>

School Events

- Search Events
 - This pops you out to Payschools Events & Ticketing, formerly Local Level
 - It's the same company - the name changed due to Mason bringing on Payschools
 - It's also the same process as before
- My Event Orders

Information

- Help contains many FAQs and articles to help with troubleshooting
- Privacy = Payschools' privacy & compliance information
- Terms & Conditions = Payschools' T&Cs

Logout

- To leave the system click Logout