# Step-by-Step Guide for Parents Getting started with e~Funds for Schools Mobile Website:

### CREATING A NEW ACCOUNT

- 1. Visit the website here
- 2. Click on Create an Account.
- 3. Provide Requested Information.
- Click Create Account.

#### ACCOUNT MANAGEMENT STUDENTS

- 1. Select Manage Students under Manage Account.
- 2. Enter student Last Name and Student ID#.
- 3. Select Add Student(s).
- 4. Repeat steps 2-4 to add additional students.

## ACCOUNT MANAGEMENT - PAYMENT INFORMATION

- 1. Select Payment Methods under Payment Settings.
- 2. Select New Credit Card or New Direct Debit to add new payment information.
- 3. After entering all required information, read Consent and select Add to save information to account.

#### MAKE A PAYMENT

- 1. Select type of payment you would like to make.
- 2. Select student.
- 3. Enter amount of payment.
- 4. Select Begin Checkout.
- 5. Choose payment method or enter new method.
- 6. Review items and total.
- 7. Select Pay Now.