

Dear Westerville City School Families,

Last month, we informed you that our online payment system for student fees and meal balances is changing from **EZPay to PaySchools Central**.

We're happy to share that PaySchools Central will be live on July 24th, and you can begin creating your account and paying fees on that day.

To get started:

1. Visit the District's website and click on **Guardian Portal**.
2. In the Guardian Portal, select **PaySchools Central**.  
*(Before you begin, please have your child's Student ID number ready.)*
3. Click **Register**, then follow the prompts to choose a language and enter your email, name, address, and phone number.
4. Open the confirmation email to verify your account and set up a password.
5. On your first login, you will be prompted to complete security questions and enter district and student information.

Once all information is entered, you'll have full access to your PaySchools Central account.

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Please Note:

- **Using PaySchools Central is optional.**
  - The District will continue to accept cash and checks for payment of fees or meal account deposits at your student's school.
- **Credit card and ACH payments are only available online** through PaySchools Central.
  - PaySchools Central accepts Visa, MasterCard, and American Express (including debit cards).
- **Administrative Fees:**
  - The District will no longer be able to cover the cost of online administrative fees. The following fees will apply:
    - Credit Card Payments: 3.25% of the total, plus \$1.25 per transaction
    - ACH (Bank Account) Payments: \$1.75 per transaction *(If you pay both meal and instructional fees in one transaction, the ACH fee would be \$3.50).*

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If you have any issues, need your child's Student ID, or have questions, please contact your building secretary.