

## Welcome to PaySchools!

To get started, follow the PaySchools link from your school district's website.

**PaySchools**  
Online Payment Processing System

■ Main Menu

Welcome! Please Register or Sign In

First time users, please [click here](#) to register.

Registered users, please enter your login information below.

Email Address  
 Password

[Forgot your password or email address?](#)

[Not sure if you have an account?](#)

1. First time users will need to create a PaySchools account by selecting “First time users, please [click here](#) to register.” Enter the required information on the following page to register your account. PaySchools does not store any information other than your name, address, phone number, email address and password. We do not share this information with any third parties and we do not store any bank account information.

Returning users please enter your login information and select *Login* to continue.

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Your search criteria is as follows:

Student ID: 123456  
Student Name: Traci PaySchools

Below is the student that matches your search criteria.

ID	Student Name	Grade	District
123456	Traci PaySchools	KG	West Des Moines Community Schools

2. Select “Click here to associate students to your account” after you have logged in. Enter the Student ID, Student First Name and Student Last Name and select *Submit*. If the student information is correct, select *Add Student To Account* to continue. Select *Cancel Request* to return to the main page and begin a new search.

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Hello Traci! Welcome back to PaySchools.

Below are the lunch account balances for your associated students. Balances in red text indicate a negative balance.

West Des Moines Community Schools as of 2/12/2009 1:55 PM

ID	Name	Breakfast Count	Lunch Count	Lunch Account Balance	Lunch Account	Available Items
123456	Traci PaySchools	0	0	\$25.25	<a href="#">Add Money</a>	<a href="#">Add Items</a>

[Click here](#) to associate a student with your account.

To receive low balance emails or remove a student from your account, please click on the student's name above. ([more info](#))

3. To add money to a student lunch account, select the [Add Money](#) link to continue. If your school offers items other than lunch through PaySchools, select the [Add Items](#) link to view and purchase those items.

To add another student, select the “[Click here](#) to associate a student to your account” option from the bottom of the page.

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- Your Students
- Your Shopping Cart
- Your Order History
- Privacy Policy
- Return Policy
- Terms And Conditions
- Contact Information
- Sign Out

**Account Status**

**PaySchools**

Current Balance for Traci (Red indicates negative balance) \$25.25

Confirm the dollar amount you would like to add to:

Traci's Lunch Account \$25.00 (\$5.00 minimum)

Reset Cancel

Total Added to Lunch Account: \$25.00

Add to Cart

If you do not want to add money to the student account listed above, select the Cancel button above to return to the previous page.

5. Enter the dollar amount you would like to add to the student lunch account. Select *Calculate Total*.

Verify that the dollar amount has calculated correctly and select *Add to Cart* to continue.

You may also select *Reset* to return to the previous page or *Cancel* to return to the Your Students page.

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**Your Shopping Cart**

**PaySchools**

**Shopping Cart Items**

Category	Item Name	Price	Student	
Nutrition Services	Online Payment	25.00	Traci	Delete Edit

Grand Total: \$25.00

To add other items or to add items for another student, click Continue Shopping below.

Continue Shopping

If you are ready to check out, please click the Check Out button below.

Check Out

6. To add money to another student or other items to your cart, select the *Continue Shopping* button to be returned to the *Your Students* page. If you are ready to complete your purchase, select *Check Out* to continue.

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**Checkout: PaySchools Accepts Check or Credit/Debit Card Payments**

**PaySchools**

Please verify that the information below is correct.

Your Billing Address: (change)

Traci PaySchools  
1234 Any Street  
Hometown, IA, 50312-1234, USA  
066-729-5353  
traci@payschools.com

Category	Item Name	Purchased For	Price	Qty
West Des Moines Community Schools	Online Payment	Traci (123456)	\$25.00	1
			District Subtotal	\$25.00
			District Convenience Fee	\$0.00
			District Total	\$25.00

Grand Total: \$25.00

Payment By Check (Complete Form Below) Payment by Credit or Debit Card (Click Here)

JOHN OR JANE DOE  
1234 Some Street, 123-456-7890  
Hometown, IA, 50005

Bank Routing Number 4857

Bank Account Number

02635253 | 06026071077345 | 04857

123456789 Bank Routing Number  
258309147 Bank Account Number  
258309147 Re-Enter Account Number

Special comment or instructions (450 characters max - optional)

Pay Now by E-Check

Do not click more than once. The order confirmation page may take a few seconds to load.

7. To make your purchase with an electronic check (e-check), complete the form below. Enter your 9-digit bank routing number and account number in the appropriate fields. If you have any special comments for your purchase, you may enter them in the box provided. Select the *Pay Now by E-Check* button once; the confirmation page may take a few seconds to load. If you are unsure if your transaction has processed or you receive an error message view your transactions by selecting *Your Order History* from the left-hand navigation bar.

To complete your purchase using a credit or debit card, select the ([Click Here](#)) link under the Payment by Credit or Debit Card option.

After your transaction has been successfully completed, you will receive a confirmation page and an email with your order summary. Select *Sign Out* to end your session.

If you have any questions or comments regarding PaySchools, contact PaySchools Customer Support  
Toll-free: 866-729-5353 Option 2  
Email: [info@payschools.com](mailto:info@payschools.com)