

## e~Funds

### Parent Account Creation Process



**Learn how easy it is to pay online.**

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## Step 1 - Enter Account Setup Information



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Online Payment Solutions for Schools  
make payments  
24 hours a day for all  
school related expenses

**Round Lake Public Schools**

**Log In**  
To begin using e~Funds for Schools, please log in.  
\* Username:   
\* Password:   
[Log In](#)  
[Forgot Username?](#) | [Forgot Password?](#)

**Sign Up**  
New user? Sign up to start using e~Funds for Schools!  
\* Username:   
\* Password:   
\* Re-Enter Password:   
\* First Name:   
\* Last Name:   
Email:   
Phone:   
Text Message Phone:   
By clicking on "Sign Up!" I confirm that I have read, understand, and agree to the [Terms of Service](#), and [Privacy Policy](#) of e~Funds for Schools.  
[Sign Up!](#)

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- Enter information into all required fields under **Sign Up**.
- Make note of your Username and Password for future use
- Passwords now need to be at least 7 characters: there needs to be at least 1 upper case letter, at least 1 lower case letter and at least 1 number.
- Read Terms of Service and Privacy Policy.
- Enter user account information, then click **Sign Up**.

## Step 2 - Student Information

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### Guided Account Set Up

▼ **Step 1 - Student Management**

**Your Student(s):**

You are not associated with any students yet. Add all students in your family, and then click on [continue](#).

- If you do not know your students' number(s), or your students' have not been issued a student number, please contact your students' school representative to receive the student number assigned to your children.
- If you are a guest, have no student(s) in our school, or are making payments on your own behalf, [click here](#).

**Add Student(s) by:**

Family Number:  or, Student Number:

**Add**

Enter the **family number**, or **student number(s)** for the student(s) you would like to associate with your account, and then click "Add." After you have finished adding students, or you are making payments for yourself, click "Continue to Account Overview."

**Make Payments on Behalf of Yourself** **Continue to Account Overview**

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- Select either **Family Number** or **Student Number** and enter into the appropriate box, select **Add**. Your students will be displayed. (This step is continued on the following page.)
- If making a payment for yourself, select **Make Payments on Behalf of Yourself**.
- Then, select **Continue to Account Overview**.

### Step 3-Verification of Family/Student number

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**Guided Account Set Up**

▼ **Step 1 - Student Management**

**Your Student(s):**

Name	Number	School Name	Grade	Status
Acosta, Megan	2956	High School		Active

**Add Student(s) by:**

Family Number:  or, Student Number:

Enter the family number, or student number(s) for the student(s) you would like to associate with your account, and then click "Add." After you have finished adding students, or you are making payments for yourself, click "Continue to Account Overview."

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- Verify the appropriate Family Number/Student Numbers have been added.
- Then, select **Continue to Account Overview**. This web page will not appear if you are registering only for yourself and you have no student attending our school.

## Step 4 – Registration Complete – Main Menu

The screenshot shows the e-Funds for Schools main menu. The header includes the logo, a tagline, and a navigation bar with links to Home, Payment Options, Advisory Services, Account Settings, and Logout. The main content area is divided into four sections: Payment Options, Advisory Services, Account Settings, and a sidebar for student information. The Payment Options section includes links for making payments, viewing history, scheduling pre-authorized payments, and managing them. The Advisory Services section includes links for low lunch balance and student fees. The Account Settings section includes links for personal information, student management, payment information, change password, and notifications. The sidebar shows a table of student information and buttons for pending and scheduled payments.

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**Payment Options**

- Make a Payment**  
Towards school payment item(s)
- View Payment History**  
Review history of payments made to school(s)
- Schedule a Pre-Authorized Payment**  
Setup a payment that occurs at regular intervals
- View Pre-Authorized Payment History**  
Review history of pre-authorized payments
- Manage Pre-Authorized Payments**  
Manage your scheduled pre-authorized payments

**Advisory Services**

- Low Lunch Balance**  
Setup payments for low lunch balance(s)
- Student Fees**  
Review outstanding and historical student fees.

**Account Settings**

- Personal Information**  
Manage your contact information
- Change Password**  
Manage your account password
- Student Management**  
Manage students associated with your account
- Notifications**  
Manage how e-Funds for Schools notifies you.
- Payment Information**  
Manage your checking and credit card information

**Your Student(s)**

Name	Balance	Updated
William X	\$70.00	10 months ago

Student(s)

**Pending Payments**

You have no pending payments at this time.

**Scheduled Payments**

You have no scheduled payments at this time.

Pre-Authorized Payment(s)

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- The main menu displays:
  - Payment Options
  - Advisory Services
  - Account Settings
  - Pending Payments
  - Scheduled Pre-Authorized Payments.

## New Payments

### Account Settings/Payment Information



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**P.T.A.**





Home
Payment Options
Advisory Services
Account Settings
Logout

**Select Payment Method**

New Checking Account
New Credit / Debit Card

- Payment from your checking account is the **lowest cost payment option** available to you, and our **preferred** form of payment.
- [Click here](#) if you have a debit card, or you have a checking account and your financial institution did not provide paper checks.

**Enter New Checking Account Information**

**Routing Number:**

**Account Number:**

**Account Number (Confirm):**

A deposit ticket is **not** to be used to enter the routing number. The routing number on a deposit ticket can be different than an actual check. Please enter the routing number from an actual check to ensure the payment will process correctly.

NAME  
ADDRESS  
CITY, STATE ZIP

0123  
01-23456789

PAY TO THE  
ORDER OF

\$

BANK NAME  
ADDRESS  
CITY, STATE ZIP

DOLLARS

FOR

0123456789 0123456789 0123

Routing Number
Account Number

[Click to Zoom](#)

**Fee Notice**

If any e~Funds For Schools payment that is authorized from your checking account is returned for Non Sufficient Funds "NSF", the e~Funds For Schools service provider will charge your account a \$15.00 NSF Fee. Payments that are returned as NSF may be retried up to an additional 2 time(s).

There will be a \$1.00 per payment convenience fee added to each payment you make using this service.

**Consent**

☐ I confirm that the above listed information is correct, and to pay the associated fee(s) assessed and collected by the third party payment processor on each payment made with this payment method.

Save

[Back to Account Settings](#)

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**The initial time you setup a new payment you are required to enter your bank or credit card information.**

- First, select **Payment Information** from the Main Menu.
- Next select the type of payment account (New Checking Account or New Credit/Debit Card) and enter your account information.
- Then select **Save**.



## New Payments

## Schedule Payments

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Home **Payment Options** Advisory Services Account Settings Logout

**Make a Payment**  
Towards school payment item(s)

**View Payment History**  
Review history of payments made to school(s)

**Schedule a Pre-Authorized Payment**  
Setup a payment that occurs at regular intervals

**View Pre-Authorized Payment History**  
Review history of pre-authorized payments

**Manage Pre-Authorized Payments**  
Setup a payment that occurs at regular intervals

- Payment from your checking account is the lowest cost payment option available to you, and our preferred form of payment.
- To use your existing checking account information, [click here](#).
- [Click here](#) if you have a debit card, or you have a checking account and your financial institution did not provide paper checks.

**Select Primary Payment Account**

Account	Description
<input checked="" type="radio"/> Checking	*****8888 (672460719)


Save

[Back to Account Settings](#)

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- To schedule a payment, select **Payment Options** and **Make a Payment** from the drop down menu.





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**Schedule Payments**

Payment Type: 
 Account Number: 
 Routing Number:

- Make one payment for multiple students by selecting the tab with the child's name, and then adding the desired item(s).
- You can get additional information about an item by holding your mouse pointer over the item name.

William X

General Items

**Elementary School**

Lunch Payments	\$50.00	2012-09-11	Added
Book Rental	<input type="text" value="20.00"/>	<input type="text" value="2012-09-11"/>	<a href="#">Add</a>
Class Picture	<input type="text" value="15.00"/>	<input type="text" value="2012-09-11"/>	<a href="#">Add</a>
Electronic Payments	<input type="text" value="0.00"/>	<input type="text" value="2012-09-11"/>	<a href="#">Add</a>
Field Trip - Children's Museum	<input type="text" value="5.00"/>	<input type="text" value="2012-09-11"/>	<a href="#">Add</a>
Field Trip - Planetarium	<input type="text" value="15.00"/>	<input type="text" value="2012-09-11"/>	<a href="#">Add</a>
Field Trip - Zoo	<input type="text" value="10.00"/>	<input type="text" value="2012-09-11"/>	<a href="#">Add</a>

**Payments for 2012-09-11**

Payment Item Name	Pay For	Amount
Lunch Payments	William X	\$50.00 <a href="#">Remove</a>
Convenience Fee(s)		\$1.00
<b>Total for 2012-09-11:</b>		<b>\$51.00</b>

[Continue](#)







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- Next, enter the amount of your payment
- Select the calendar to choose the date of the payment then click **Add**.
- If you have multiple children select the tab for each child to schedule a payment. Each child will have a tab with their name.
- After you have added all desired payments, confirm your choices before selecting **Continue**.

## Confirm Payments/Choices

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**Confirm your choices**


Payment Type:  Account Number:  Routing Number:

This payment will debit your checking account within 2 business days		
Lunch Payments	William X	\$50.00
Convenience Fee		\$1.00
Total for 2012-09-11:		\$51.00

Please review the convenience fees associated with each payment. To process your payment, you must agree to pay the convenience fees listed above.

☒ I have reviewed, and confirm that I **accept** the above listed convenience fee(s).

☐ I **decline** paying all fees and want to cancel this payment.


[Back](#)  [Submit](#)

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- **Verify, a final time, your payment choices**
- **Agree to pay the convenience fee**
- **Then select **Submit**.**


# Receipt



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### Receipt


**Payment Type:**    Checking   
 **Account Number:**    \*\*\*\*\*888   
 **Routing Number:**    672460719

**This payment will debit your checking account within 2 business days**


Book Rental	William X	\$20.00
Convenience Fee		\$1.00
<b>Total for 2012-09-13:</b>		<b>\$21.00</b>

Confirmation Number: 1370113

Thank you for your payment. Please [print](#) this receipt for your records.

[Return to Main Menu](#)


2012-09-13 11:53:01 ET

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- We recommend that you **print** and save your receipt for future reference.
- Please refer to the Customer Service link at the bottom of all pages with any questions or concerns.

**Thank you for using e~Funds for Schools.**