e~Funds

Parent Account Creation Process

Learn how easy it is to pay online.
Creating an account

Select **Register Here. As shown by the red arrow above.**
Step 1 - Enter Account Setup Information

- 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

- 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

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

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

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

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