e-Funds For Schools Tutorial

1. Log into Skyward: Family Access. Select Fee Management > Make a Payment.

2. Select "Create an Account" from the left-hand menu if one has not already been created.

3. Enter a username, password, first and last name, and parent email address. Once the form is complete, select "CREATE ACCOUNT."

4. To enter a payment account, select "Payment Settings" on the left-hand menu and then select "Payment Methods."

5. Select your payment method and fill in the information required.

Payment Information

Add or remove payment methods

Clicking a payment method will set it as your preferred payment method.

No registered payment methods.
Please register a payment method.

NEW CREDIT CARD   **NEW DIRECT DEBIT**

New Credit / Debit Card

Cardholder Name *

Card Number *

Expiration Date (MM/YY) *

The payment service only accepts Visa, Mastercard, Discover, and American Express cards.

* indicates required field

ADD CREDIT / DEBIT CARD

Add New Direct Debit

Account Number *

Routing Number *

* indicates required field

NAME
ADDRESS
CITY, STATE ZIP   0123
                                                   01-2345/6789
                              DATE

PAY TO THE
ORDER OF | $

                                               DOLLARS
BANK NAME
ADDRESS
CITY, STATE ZIP
FOR
⑆012345678⑆ 0123456789⑈123⑈ 0123

Routing Number   Account Number

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.

ADD

6. To add a student you would like to make payments for, select "Manage Account" on the left-hand menu and then "Manage Students." This screen will only appear for first time users. Select "ADD STUDENTS."

 7. Enter the student's last name and student ID number. The student ID number can be found by logging into your Skyward Family Access account with a parent login and navigating to the "Student info" tab. The Student ID will be listed as "Other ID". Once the last name and student number are entered, select "ADD STUDENT."
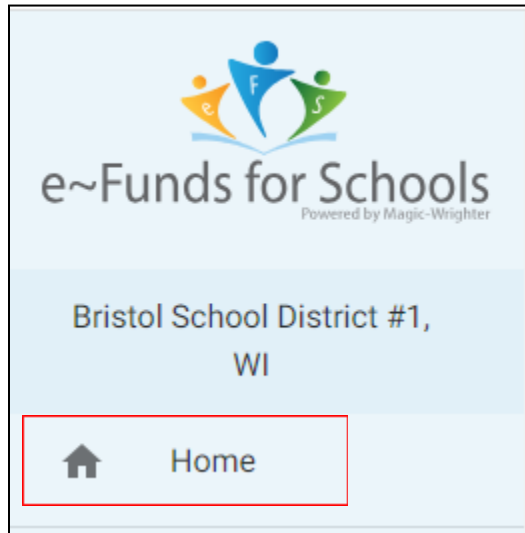
8. Select "Home" in the upper left corner to return to the home screen or click the green "CONTINUE ON HOME" button.
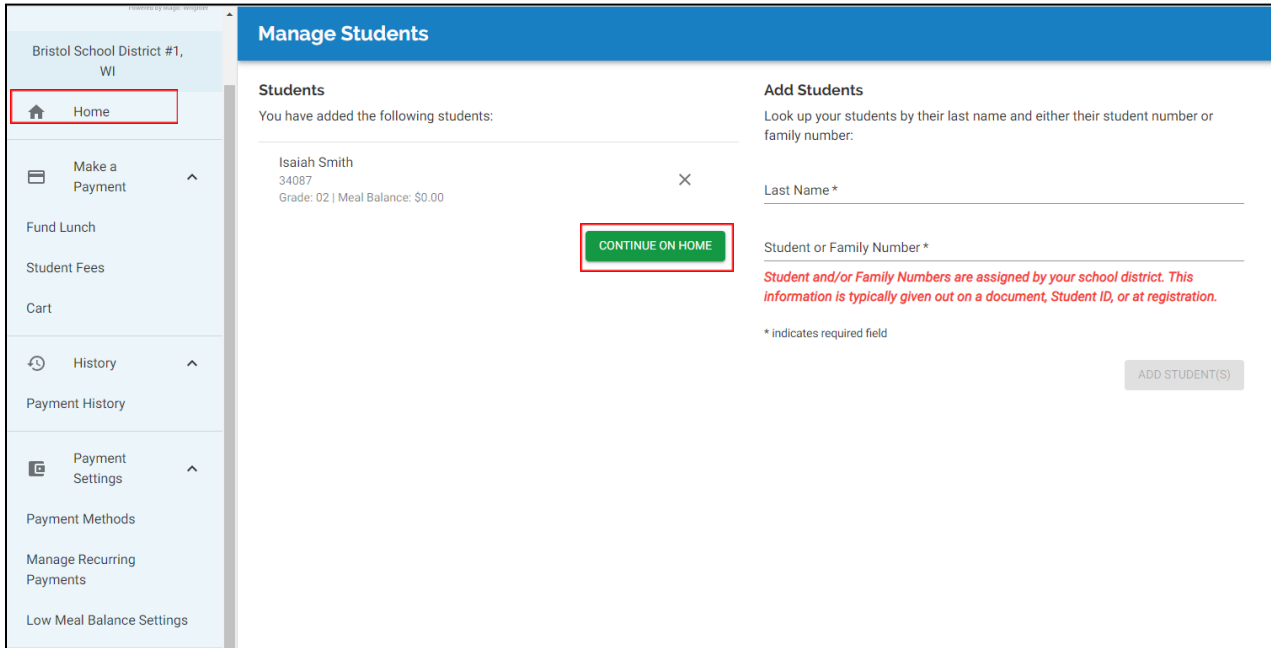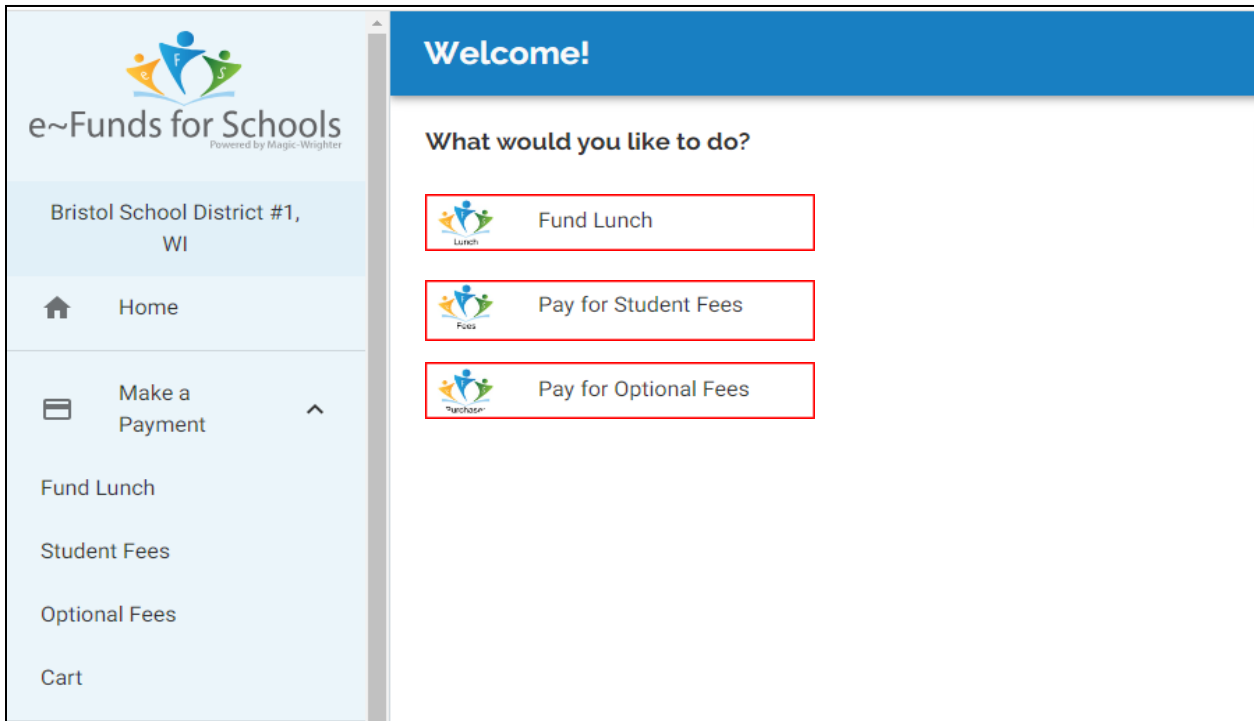

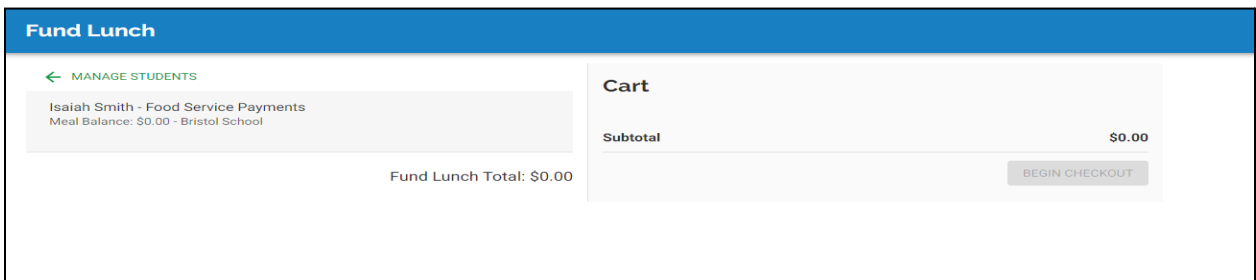9. Select "Home" in the upper left corner to go back to the Home screen.

10. Once on the home screen, select which type of payment you would like to make.

11. To add a lunch account deposit, select "Fund Lunch" and then select the student name you would like to add to the lunch account.

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12. Enter the amount you want to add to the balance and then select "ADD TO CART."

13. Select "BEGIN CHECKOUT" to process only the lunch payment, OR add additional fees/payments.

14. To pay for required fees: select "Pay for Student Fees" and then select the student.

15. Here, all your assigned student fees will populate. If you do not see any fees listed, simply click on the refresh icon to refresh the student information. Select "ADD ALL FEES to add all required fees to your cart for the selected student.

16. Select "BEGIN CHECKOUT" to process selected payments OR return to the homepage to add optional fees.

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17. You will see a list of fees. Select any items you would like to purchase and then select to add each item to the cart.

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18. Once you have selected all the fees you would like to pay, select "BEGIN CHECKOUT."

19. Review the information and then click "PAY NOW" to submit your payment.