

Getting Started

- Step 1 ... Click on the “E-Funds for Schools” icon
- Step 2 ... Enter Student ID number ([Click her to obtain your child’s SID](#))
- Step 3 ... First time user leaves password blank (if no password has been assigned previously)
- Step 4 ... Select Parent 1...(Select Parent 2 if primary parent is already set up)
- Step 5 ... Select School that this student attends
- Step 6 ... Press “Enter” or click on “Login”

Parent Information and Passwords

- Step 1 ... Confirm that “Student Information” is correct
- Step 2 ... Enter Parent’s Name
- Step 3 ... Enter Parent’s Email Address
- Step 4 ... Enter Internet Password
- Step 5 ... Retype Internet Password
- Step 6 ... Enter a Challenge Phrase - this is basically an alternate password
- Step 7 ... Retype the Challenge Phrase
- Step 8 ... Enter Home Email Address (mandatory)
- Step 9 ... Enter Work Email Address (optional)
- Step 10...Enter the Maximum Payment Amount that you will allow
- Step 11...Select Preferred Payment Method by choosing **Checking Account** or **Credit Card**

Checking Account Information

- Step 1 ... Enter Checking Account Number
- Step 2 ... Retype Checking Account Number
- Step 3 ... Enter Bank Routing Number (9 digits)

Credit Card Information

- Step 1 ... Enter Credit Card Number
- Step 2 ... Retype Credit Card Number
- Step 3 ... Select Credit Card Expiration Month
- Step 4 ... Select Credit Card Expiration Year
- Step 5 ... Enter Zip Code of cardholders address
- Step 6 ... Enter the CID from the Credit Card (last three numbers printed in the signature strip)
- Step 7 ... Enter the exact Name of the Parent as it appears on the Credit Card
- Step 8 ... Enter the Mailing Address of the Parent who this Credit Card is issued to

Other Students Linked to This Parent

If other students are set up for this family, the following question will be asked: *Would you like your password and payment information also linked to these students?* Select “**Yes**” or “**No**”

Click on “**Submit Password and Payment Information**” when finished.