

Welcome to PaySchools!

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

1. Select "First time users, please [click here](#) to register" to begin or enter your PaySchools login information. If your district has used PaySchools in previous years, you do NOT need to re-register an account. Simply use the PaySchools login information and skip to Step 5.

The screenshot shows the PaySchools login page. At the top is the PaySchools logo and the text "Online Payment Processing System". Below the logo is a "Main Menu" with links: "Your Online Profile", "Your Students", "Your Shopping Cart", "Your Order History", "Privacy Policy", "Return Policy", "Terms And Conditions", "Contact Information", and "Sign Out". The main content area is titled "Welcome! Please Register or Sign In" and "PaySchools". It contains the text "First time users, please [click here](#) to register." and "Registered users, please enter your login information below." There are two input fields for "Email Address" and "Password", a "Login" button, and links for "Forgot your password or email address?" and "Not sure if you have an account?". At the bottom, it says "Sponsored by the National School Boards Association." and "PaySchools © Copyright 2009 Local Government Services, Inc." with links for "Home", "Terms & Conditions", "Contact", and "Privacy Policy".

2. Enter all required (*) information on the following screen. Select *Register Now* when information is complete.

The screenshot shows the PaySchools registration page. At the top is the PaySchools logo and the text "Online Payment Processing System". Below the logo is a "Main Menu" with links: "Your Online Profile", "Your Students", "Your Shopping Cart", "Your Order History", "Privacy Policy", "Return Policy", "Terms And Conditions", "Contact Information", and "Sign Out". The main content area is titled "Creating Your Online Profile" and "PaySchools". It contains the text "Please complete the form below to register your PaySchools account. We do not share our customer information with any other organization or entity. ([Privacy Policy](#))" and "If you have previously registered, please [click here](#) to log in." There is a section for "(*Required Fields)" with the following fields: "*First Name: Traci", "*Last Name: PaySchools", "Ⓢ*Billing Address line 1: 1234 Any Street", "Billing Address line 2:", "*City: Hometown", "*State: Iowa", "*ZIP Code: 50312-1234", "Country: USA", "*Telephone Number (Including area code): 866-729-5353", "*Email Address: traci@payschools.com", "*Type Email Address Again: traci@payschools.com", "Ⓢ*Choose a Password: ●●●●", and "*Type Password Again: ●●●●". There is a checkbox for "Remember me on future visits (Avoids login prompt in the future) (not recommended if you are on a public computer or terminal)". At the bottom, it says "We do not share our customer information with any other organization or entity. No customer credit card or bank account numbers are stored." and a "Register Now" button.

3. Once you have registered, you will automatically be logged into your account. You will need to add your student(s) to your account. Select “[Click here to associate students to your account.](#)” Enter the Student ID, Student First Name and Student Last Name and select *Submit* to continue. Please contact the school if you are unsure of the information required.

4. Student information appears below. 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.

5. Once you have students associated to your account, you can begin your transaction. 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 additional students, select the “[Click here](#) to associate a student to your account” option from the bottom of the page.

PaySchools
- Online Payment Processing System

■ Main Menu

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

Hello Traci! Welcome back to PaySchools.

PaySchools

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

School District 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	Add Money	Add Items

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](#))

GoDaddy.com
SECURE WEB SITE
payschools.i
VERIFY
FEB 21 2009 11:05:23

6. Enter the dollar amount you would like to add to the student’s lunch account. Select *Calculate Total* to continue or *Cancel* to be returned to *Your Students*.

PaySchools
- Online Payment Processing System

■ Main Menu

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

Account Status

PaySchools

Add money to your student's account

Breakfast Meals Remaining 0
Lunch Meals Remaining 17

Current Balance for Traci
(Red indicates negative balance) \$10.30

Enter the dollar amount you would like to add to:

Breakfast Meals to add \$1.50/meal
Lunch Meals to add \$2.40/meal
Austin's Lunch Account

Total Added to Lunch Account: \$0.00

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.

GoDaddy.com
SECURE WEB SITE
jols.com
VERIFY
JUN 14 2009 10:50:44

7. 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.

PaySchools
- Online Payment Processing System

■ Main Menu

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

GoDaddy.com
SECURE WEB SITE
VERIFY
JUN 4 2009 10:51:36

Account Status

PaySchools

Add money to your student's account

Breakfast Meals Remaining 0
Lunch Meals Remaining 17
Current Balance for Traci \$10.30
(Red indicates negative balance)

Confirm the dollar amount you would like to add to:

Breakfast Meals to add \$1.50/meal
Lunch Meals to add \$2.40/meal
Austin's Lunch Account

Total Added to Lunch Account: **\$25.00**

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.

8. 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.

PaySchools
- Online Payment Processing System

■ Main Menu

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

GoDaddy.com
SECURE WEB SITE
VERIFY
FEB 21 2009 11:25:14

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.

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

9. 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, please call PaySchools at 866-729-5353 Option 2 or 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.

PaySchools
- Online Payment Processing System

Main Menu

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

GoDaddy.com
SECURE WEB SITE
VERIFY
FEB 21 2009 11:36:32

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
866-729-5353
traci@payschools.com

Category	Item Name	Purchased For	Price	Qty
School District				
Nutrition Services	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 **Bank Routing Number** **4857**
1234 Some Street, 123-456-7890 Date _____
Hometown, IA 58885

Pay to the order of _____ \$ _____ Dollars

Bank of your choice **Bank Account Number**
Bank Routing Download Icon

Memo
| 026353253 | 0028071077345 || * 04857

123456789 Bank Routing Number
258369147 Bank Account Number
258369147 Re-Enter Account Number




Special comment or instructions (450 characters max - optional)

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

To pay by credit or debit card, enter the 16-digit card number and select the expiration month and year from the drop-down boxes provided. Select the *Pay By Credit Card* 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, please call PaySchools at 866-729-5353 Option 2 or view your transactions by selecting *Your Order History* from the left-hand navigation bar.

Payment Information

PaySchools accepts the following types of credit or debit cards.
You do not need to specify which type is being used.


PaySchools is unable to accept foreign credit or debit cards issued outside the United States. We apologize for any inconvenience this may cause.

Ⓢ Credit Card Number
August 2015 Expiration Date

Special comment or instructions (450 characters max - optional)

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


10. Once you have submitted your payment, you will receive a confirmation screen and a confirmation email. Select *Sign Out* to end your session.



PaySchools
- Online Payment Processing System

■ Main Menu

- [Your Online Profile](#)
- [Your Students](#)
- [Your Shopping Cart](#)
- [Your Order History](#)
- [Privacy Policy](#)
- [Return Policy](#)
- [Terms And Conditions](#)
- [Contact Information](#)
- [Sign Out](#)



FEB 21 2009 12:00:00

Thank You For Your Purchase

PaySchools

Thank you for your purchase Traci! Please check your email for a copy of this order confirmation.

This payment will appear on your statement as a payment to NSBA-PaySchools.

Order Summary Appears Below
Confirmation Number 0289355

Category	Item Name	Purchased For	Price	Qty
School District				
Nutrition Services	Online Payment	Traci (123456)	\$25.00	1
			District Subtotal	\$25.00
			District Convenience Fee	\$0.00
			District Total	\$25.00

Grand Total:				\$25.00

Please select the *Sign Out* button from the left-hand navigation to end your session or [click here](#).

NOTE: Payments may not be updated to the student lunch account until the following business day. The balance information reflected is the most current received from the school. Please contact your school to determine when payments are updated to the student account.