



Online Fee Payment Information

Dear Parents/Guardians of Students in Grades 1-8,

We wanted to share a little more information about how to pay fees online using PaySchools Central and to encourage you to take advantage of an opportunity - direct debit/ Automated Clearing House (ACH) payment transaction fees will be waived from now until August 16, 2019. (The credit card fee is not waived during this time.)

Registering at PaySchools Central

- 1) To register, please visit payschoolscentral.com and select the Register option below the Email and Password fields. The 9-digit Student ID Number is required to register.
- 2) Once on the 'New User Registration' page, fill out all required fields marked by a red asterisk. Be sure to check the User Agreement and click the box before selecting Register.
- 3) Once the registration has been submitted, a message will be delivered to your email account with a link to activate your account and set your password. This link is **ONLY VALID FOR 30 MINUTES**. If you do not activate the link within the allotted time, please return to payschoolscentral.com and use the Forgot Password link to request a new email.
- 4) You will then enter your email, password and confirm to complete registration.

Password Recovery

- 1) If you forget your password, use the Forgot Password link on the login page.
- 2) Choose whether you would like to receive an email link or a text code to reset your password.

Add Payment Methods

To access payment methods, go to the User menu at the top right and click the dropdown. Choose Manage Payment Methods, and then press the Add New Payment button. Enter the payment type and nickname. For direct debit/ACH - enter the account type, routing and account numbers. For Credit Card - enter the credit card number, expiration date and the 3-digit card verification value (CVV) on the back of the card. Read the Payment terms and conditions, check the box to acknowledge and then press submit to add the account.

If you have any questions about our online fee/assessment process, please feel free to contact me.

Best wishes for a great start to the school year!

Tina Biami

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Treasurer's Office

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