PAYSCHOOLS CENTRAL

PaySchools Central is replacing payforit.net

www.payschoolscentral.com

USER SET UP – MANAGE STUDENTS/PATRONS
You must first set up your student's accounts by clicking USER on the top of screen.

Click on Manage Students/Patrons

Click on Add Student/Patron
A pop up box will appear and you will enter your information for your student. District should be Riverside Academy. Your student ID can be retrieved by calling your students school (starts with 9850). After clicking register, your students name should appear. You then should see your student's name.

USER SETUP – MANAGE PAYMENT METHODS
The next step would be to enter your payment method for your student's account.

Click on ADD NEW PAYMENT
This is very important step! Fill out all the information and double check all of the information and be sure it matches. Make sure you give it a Nick Name and check the box for terms and conditions.

USER SET UP – MANAGE AUTO REPLENISH

Click on Manage Auto Replenishment
You are able to set up your students auto replenish here and see what transactions have taken place. You are able to set what balance level triggers the amount to add, set how long payments happen, and turn this feature on or off.

USER SET UP – MANAGE NOTIFICATIONS

Click on Manage Notifications
RECEIVE EMAILS WHEN YOUR STUDENT FALLS BELOW A CERTAIN AMOUNT IN THEIR ACCOUNT.
IN THIS SETTING, YOU ARE ABLE TO TURN ON OR OFF THE EMAIL NOTIFICATION AND SET THE BALANCE TO YOUR DESIRED AMOUNT. TIP: IF YOU DO NOT SET UO AUTO REPLENIS, BALANCE SHOULD BE SET UP AT $10.00 SO YOU DON'T RECEIVE A NOTIFICATION AFTER YOU ACCOUNT IS NEGATIVE.

MAKING A PAYMENT TO ACCOUNT
You can always return to the home screen by clicking on the PaySchools Central logo.
To add money to students account, just enter amount you would like to add where it says "Add Amount". You must click on the cart to each student so your amount will appear in the cart at the top right of the screen.
To check out, click on the cart icon at the top right hand of the screen, you will have the pop up.
You must select your payment type.

NOTE: YOU MUST HAVE SET UP YOUR PAYMENT OPTION PRIOR TO THIS STEP IN THE USER SET UP.

Be sure you are checking the terms and conditions box before you click submit.
Do not click more than once on submit.
When the process is complete, you will receive an email.

WHAT IS MY STUDENT EATING
To view what your student is purchasing, click on your student and select the "Want to see what your child is eating?" link.

HOW TO GET HELP
If you have any questions regarding your payment or other technical issues with this site, you are able to get help from PaySchools Central sign on screen.

Click "**HELP**"