
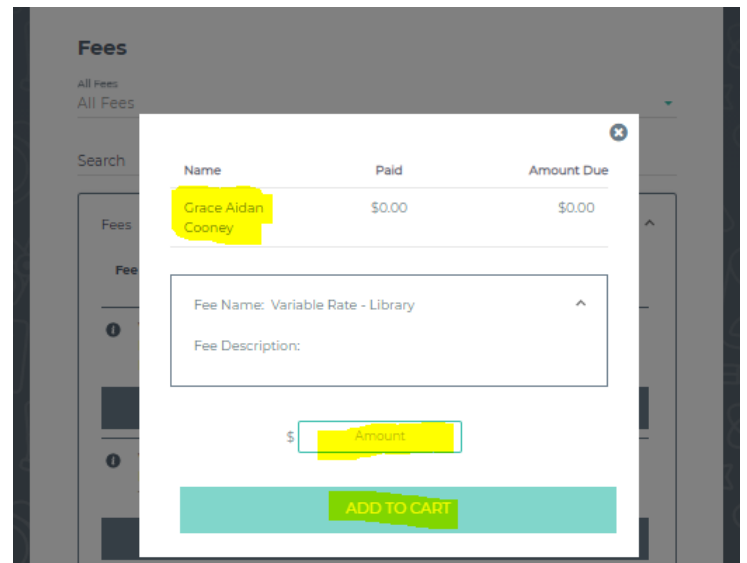
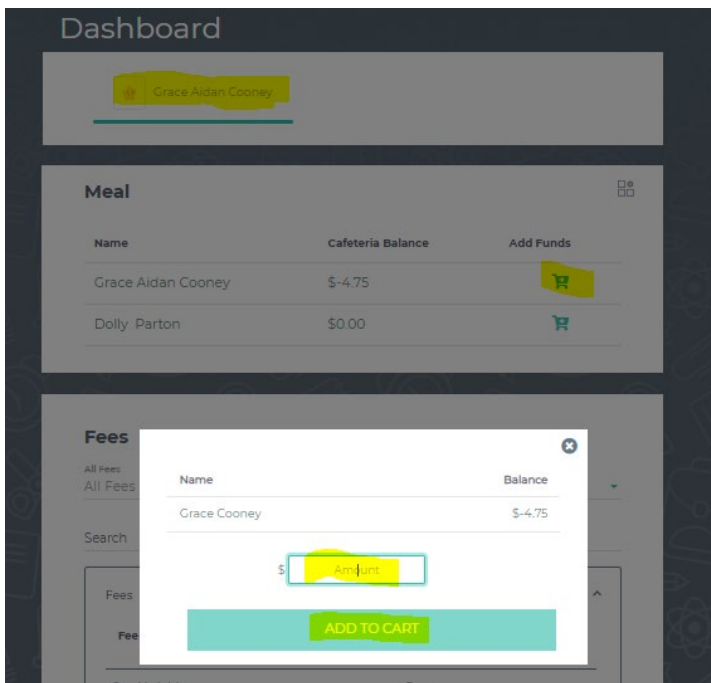


# PaySchools Central Meal & Fee Payments

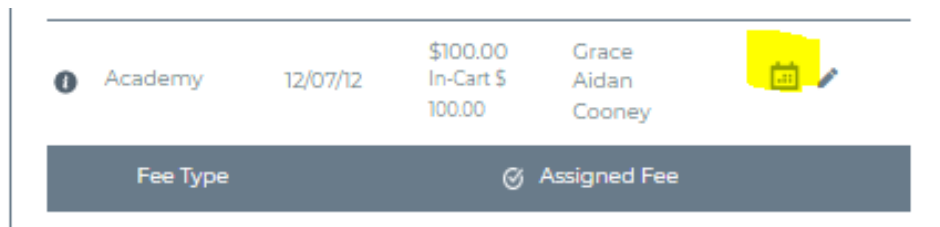
## Step 1- One time Lunch OR Fee Payment

In PaySchool Central Dashboard > Click shopping cart   
Enter amount > Enter partial payment is applicable > Add to Cart



## Step 2

Optional scheduled Fee payments for a later date can be scheduled by clicking the icon below



### Step 3- Auto-Replenishment

On the Main Dashboard click auto replenishment > select from your list of student(s) > enter required fields > click save > green toggle indicates ON

**Dashboard**

- Notifications
  - Messages
  - Notifications
- Account
  - Your Profile
  - Secure Account
  - Your Students
  - Payment Methods
  - Auto Replenishment**
  - Digital ID
  - Preorder Meals

**Grace Cooney** Turn Off  Status

Account Balance\* \$-4.75 Balance Level\* \$5

Amount to Add\* \$10 Stop Payments After\* 6/30/2022

Payment Method\* wforest

SAVE

Note: You will be charged an Internet Convenience Fee of \$1.65

**Dolly Parton** Turn Off  Status

Account Balance\* \$0 Balance Level\* \$5

Amount to Add\* \$10 Stop Payments After\* 6/30/2022

Payment Method\* wforest

SAVE

Note: You will be charged an Internet Convenience Fee of \$1.65

### Step 4

In the upper right-hand corner of your screen the teal circle indicates items in your cart and the total dollar amount > Review and update items in your cart > clicking the trash icon will remove transaction from your cart

English(US)  **2** \$30.00

**Cart**

Items in Cart List Delete Items

<input type="checkbox"/> Item Name	Description	Amount	Discount	Remove
Grace Aldan Cooney (354173)				
<input checked="" type="checkbox"/> Optional Fee	Variable Rate - Library	\$ 100.00	\$0.00	
<input type="checkbox"/> Optional Fee	Variable Rate - Textbook	\$ 55.00	\$0.00	
<input type="checkbox"/> Assigned Fee	Academy	\$ 100.00	\$0.00	
<input type="checkbox"/> Meal	Patron: Grace Cooney	\$ 20.00	\$0.00	

Cart Amount: \$275.00

**Checkout**

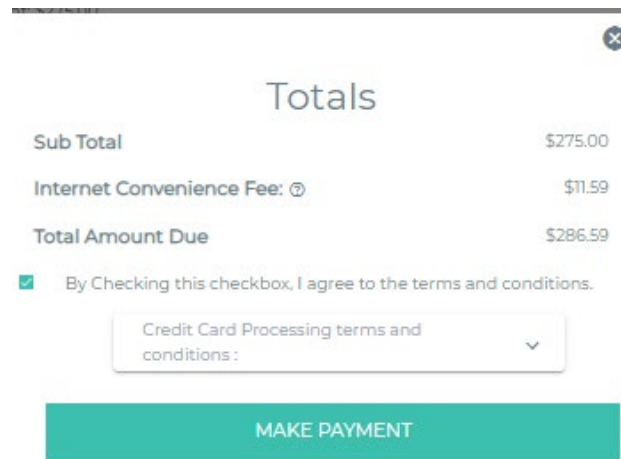
Payment Method  
wforest

CONTINUE

[Return To Dashboard](#)

## Step 5

Select payment method > Click Continue > Check box to agree to terms & conditions > click make payment



The screenshot shows a payment summary window with a close button (X) in the top right corner. The title is "Totals". Below the title, there is a table with two columns: the item name and the amount. The items listed are "Sub Total" (\$275.00), "Internet Convenience Fee: @" (\$11.59), and "Total Amount Due" (\$286.59). Below the table, there is a checkbox that is checked, followed by the text "By Checking this checkbox, I agree to the terms and conditions." Below this is a dropdown menu with the text "Credit Card Processing terms and conditions:" and a downward arrow. At the bottom of the window is a large teal button labeled "MAKE PAYMENT".

Totals	
Sub Total	\$275.00
Internet Convenience Fee: @	\$11.59
<b>Total Amount Due</b>	<b>\$286.59</b>

By Checking this checkbox, I agree to the terms and conditions.

Credit Card Processing terms and conditions: ▾

**MAKE PAYMENT**

After completing your purchase, you will receive an email with a receipt listing the item(s) purchased. You can also view your payment history by opening the Menu and clicking on the Payment History option.

Please do not hesitate to contact  
PaySchools Central Customer Service **877-393-6628**