Need help with QuikApps or PaySchools Central? Contact us for support and more information.

PaySchools
QuikApps

We now offer QuikApps 2.0 as a resource for the parents of students in our district.

QuikApps 2.0 allows you to quickly and easily fill out free-and-reduced-cost meal applications online on your PaySchools Central account in a secure, step-by-step portal.

WHY QUIKAPPS 2.0

· With QuikApps 2.0, PaySchools Central becomes your one-stop shop for all payments AND free and reduced lunch applications!

· You only need to fill out and submit one simple, automated online application for all your children in our district.

· Once you submit the application, you'll find out immediately if your children qualify. Qualified students automatically start receiving free or reduced-cost meals the next day.

· All of the information you provide in the application is secure and private. And in the lunch line, no can tell who is receiving a free-or-reduced cost meal and who is not.

· With QuikApps 2.0, you can fill out the free-and-reduced meal application on your phone, tablet, or computer.

· And QuikApps 2.0 is fully English-Spanish bilingual!

If you think your children might be eligible for free-and-reduced-cost school meals, just sign in to your www.payschoolscentral.com account and fill out a free-and-reduced application.
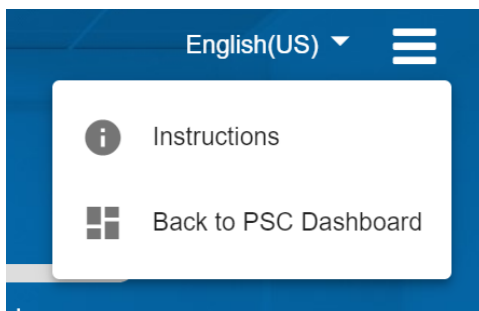
QuikApps

Parent User Guide

Start Your Application

1) Once you have your PaySchools Central account set up, you can begin your application.

2) To access the application, open the Menu and select the Free/Reduced Meal Application option.
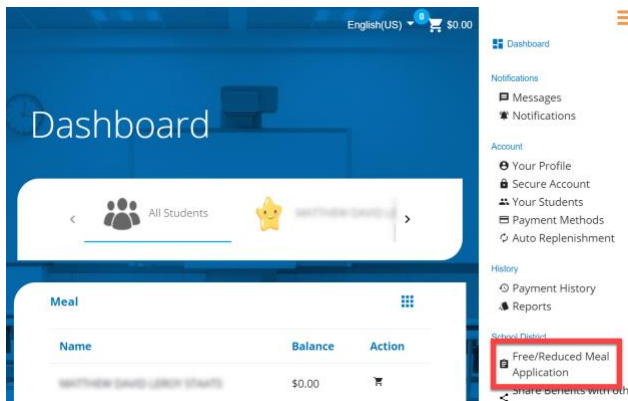
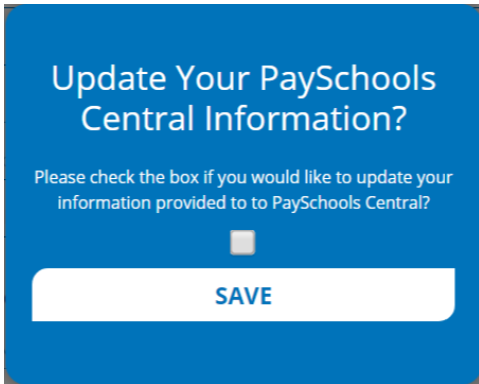3) Instructions regarding how to complete an application can be accessed from the QuikApps Menu at any time.

4) Contact information is shown pre-filled with the profile information on your PaySchools Central account.

5) You can verify or alter the information for your application specifically if any changes are needed.

6) Select your preferred contact method: email or mail. This will be used if your district requires your application to be reviewed. In that case, the district will use this contact method to send your determination letter.

7) Press Continue to go to the next step.

8) If changes were made to the contact details, you may choose to update PaySchools Central contact details as well.
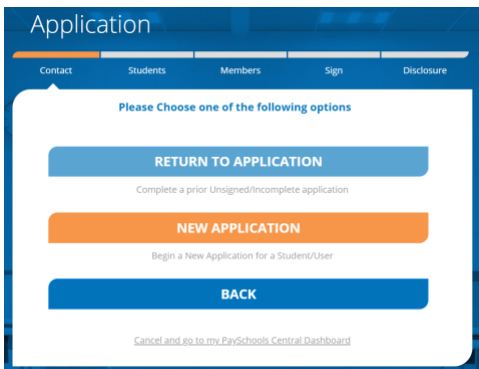

Note: You can NOT update your email address, as this is also your login ID. If you wish to change your email address, please return to PaySchools Central using the option Cancel and Go to my PaySchools Central Dashboard→ Menu→Your Profile feature.

PaySchools QuikApps

Update Your PaySchools Central Information?

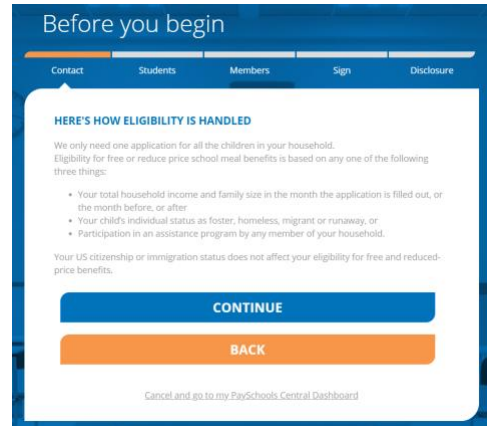Please check the box if you would like to update your information provided to to PaySchools Central?

[ ]

SAVE

9) Choose your application type:
   a) Choose Return to Application to continue an application that you started but had not completed. This option will ONLY show if you have already started an application.
   b) Choose New Application to begin an application for this school year.

Application

Contact Students Members Sign Disclosure

Please Choose one of the following options

RETURN TO APPLICATION
Complete a prior Unsigned/Incomplete application

NEW APPLICATION
Begin a New Application for a Student/User
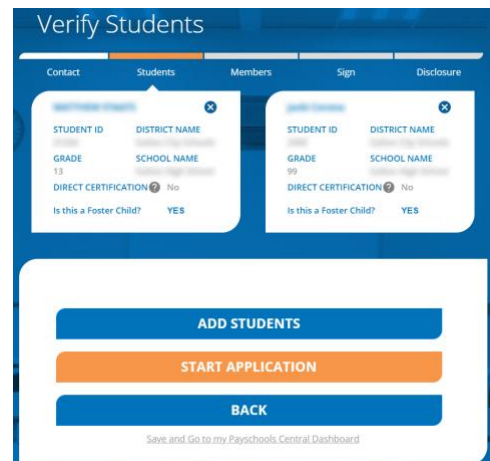
BACK

Cancel and go to my PaySchools Central Dashboard

10) Before you begin, read messages from your school and instructions on how income should be entered.
   a) If your school district does NOT have a message, you will ONLY see the "Here's how eligibility is handled" only.

Before you begin

Contact Students Members Sign Disclosure

HERE'S HOW ELIGIBILITY IS HANDLED

We only need one application for all the children in your household. Eligibility for free or reduce price school meal benefits is based on any one of the following three things:

- Your total household income and family size in the month the application is filled out, or the month before, or after
- Your child's individual status as foster, homeless, migrant or runaway, or
- Participation in an assistance program by any member of your household.

Your US citizenship or immigration status does not affect your eligibility for free and reduced-price benefits.

CONTINUE

BACK

Cancel and go to my PaySchools Central Dashboard

11) Here's How Eligibility Is Handled: Instructions for how to complete an application and the details that will be need such as income types.
12) Continue to the next step:
   a) Select Continue to go to the next step. Press Back to return to the last step. Use the Cancel and Go to my PaySchools Central Dashboard link to leave the application and return to PaySchools Central.

Add\Verify Students

1) Verify Students: Students from last year's application and PaySchools Central will be listed.

Verify Students

Contact Students Members Sign Disclosure

| STUDENT ID | DISTRICT NAME |
| GRADE 13 | SCHOOL NAME |
| DIRECT CERTIFICATION No |
| Is this a Foster Child? YES |

| STUDENT ID | DISTRICT NAME |
| GRADE 99 | SCHOOL NAME |
| DIRECT CERTIFICATION No |
| Is this a Foster Child? YES |

ADD STUDENTS

START APPLICATION

BACK

Save and Go to my Payschools Central Dashboard

PaySchools
QuikApps

2) Data regarding your student will be shown, including: student ID, district name, grade, and school name. In addition, if your student is already directly certified from an outside government program such as SNAP, TANF, FDPIR, this will be identified in this section. This is done directly from the State program to your school district and there is nothing needed on your side.

3) You can remove students with the X icon in the top right corner of each student box.

4) Click Add Students if you need to add additional students.

5) Select "is this a Foster Child?" for any students in your household who are fostered in your household. You will not enter any income or additional details for the student, but they will be part of your family count and will affect your determination.

6) Continue to the next step by selecting Continue or click Back to return to the last step.

7) Use the Save and Go to my PaySchools Central Dashboard link to save the application and return to PaySchools Central.

8) Directly Certified Students:
   a) If all your students are directly certified by the state, you will be informed and directed to the disclosure options to allow or prohibit sharing of your meal status for other departments. Disclosing this information can reduce the amount of money owed on school fees.

   b) If some, but not all of your students are directly certified:
      i. You can extend that benefit to the other children on your application either individually or by using the Extend To

PaySchools
QuikApps

ALL option to select all students currently on your application.

ii. If you extend benefits to ALL students on your application, you will also be redirected to the disclosure options to allow or disallow sharing of your meal status for other departments which can reduce the amount owed on school fees if your schools allow.
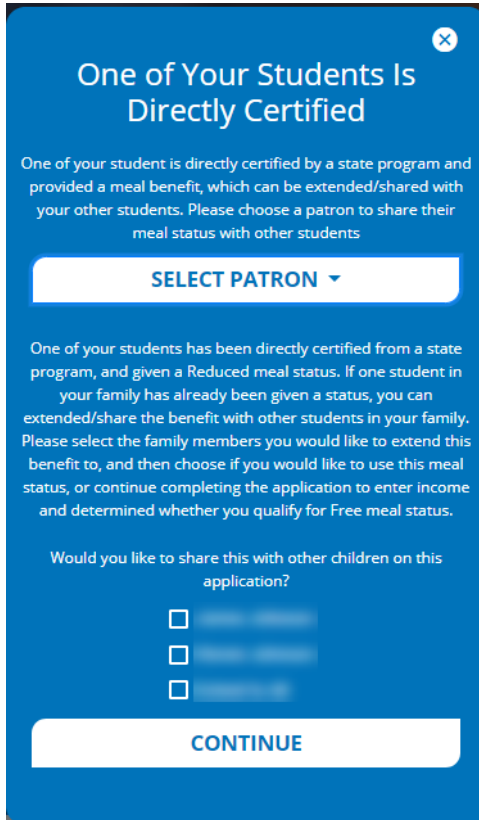
Note: Foster students will NOT be on this list, as they are verified by the state in a different manner than direct certification.

9) Student Assistance: If your student is NOT directly certified, you will need to enter assistance details or income.

10) If they are NOT part of a state assistance program, choose "None of These."
   a) Choose whether they are a Special Situation. If they have a Special situation, choose the option from the dropdown: homeless, migrant, or runaway.
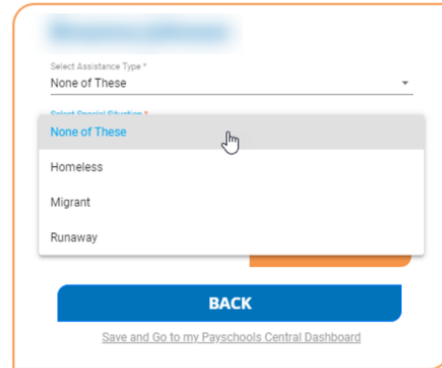
11) If they ARE part of a state assistance program, choose the option from the dropdown (TANF, SNAP, FDPIR).
   a) Enter their case number provided by the state.
   b) Select Next to go to the next step or click Back to return to the last step.
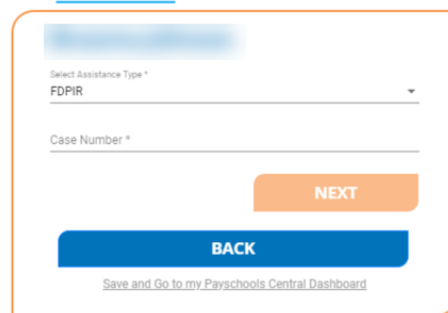
12) If the *student* has income, select the income box to display the income fields.

13) Enter income from work, welfare/child support/alimony gross), and the frequency of the income from the drop-down.

14) Enter income from pension retirement, SSI, VA, SS (after taxes).

15) Enter other income that was NOT entered from the above such as PFD in Alaska (after taxes).

16) You MUST complete the amount field for each income type you select in order for the Next button to be enabled.

17) Continue to the next step by clicking Next.

Add\Verify Members

1) Verify and Add Members: Please read the information on what is considered to be a member.

2) You will automatically be added to the application as a member.
   a) Members from last year's application will automatically be added.
      i. Remove members if they are no longer in your household.
      ii. Add all members to your member list using the Add Member button.
   b) Continue to the next step by selecting the Continue button or press the Back button to return to the last step or use the Save and Go to my PaySchools Central Dashboard link to save the application and return to PaySchools Central.

3) Member Assistance: You will also need to enter assistance details or income for members of your household.
   a) If they NOT part of a state assistance program, choose "None of These" from the dropdown options and to move on to the income section
   b) If they ARE part of a state assistance program, choose the option from the dropdown: TANF, SNAP, or FDPIR.

PaySchools
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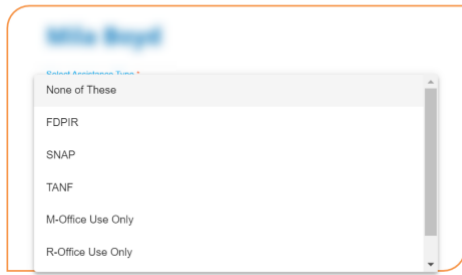
c) You will then be prompted to enter your student's case number provided by the state.

d) If they are NOT part of a state assistance program and have income, enter income amounts and the frequency: weekly, every two weeks, monthly, or annually if that option is available for your district.

e) Check the income box and enter the **member's** Income.

    i) Enter income from work, welfare/child support/alimony (gross), and the frequency of the income from the dropdown.

    ii) Enter income from pension retirement, SSI, VA, SS (gross).

    iii) Enter other income that was NOT entered from the above such as PFD in Alaska (gross).

f) You MUST complete the amount field for each income type you select or the Continue button will not be enabled.

g) Continue to the next step by selecting the Continue button or press the Back button to return to the last step. Click the Save and Go to my PaySchools Central Dashboard link to save the application and return to PaySchools Central.

4) Statements:

a) Read the Use of Information and USDA Non-Discrimination statements.

b) Continue to the next step by selecting the Continue button or press the Back button to return to the last step. Click the Save and Go to my PaySchools Central Dashboard link to save the application and return to PaySchools Central.

Review and Sign Application

1) Summary and Review:
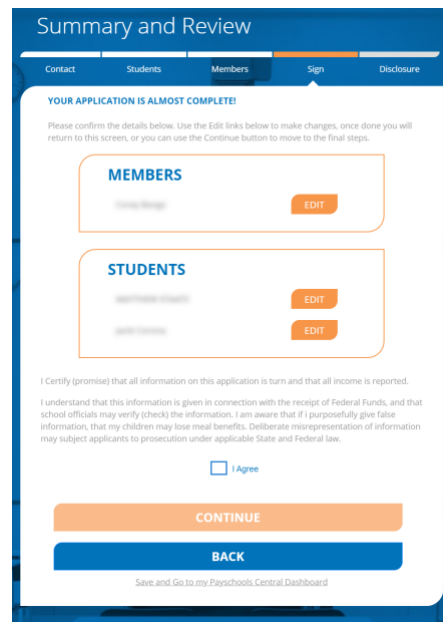
a) Review all member and student details:

    i. Ensure all income and assistance types have been entered.

    ii. If any details were missed or need to be changed, click on the Edit link to be directed to the student or member assistance screen to make changes. Once done, you will be redirected to this page to review

PaySchools
QuikApps

again or can use the buttons at the bottom to navigate through the application again.

b) Read the "I certify" message and agree that all information provided is correct.

c) Continue to the next step.

2) Sign your application and give demographic data.

a) Demographics data is optional and may or may not be displayed based on your school districts state requirements.

i. Choose between 'Hispanic or Latino' or 'Not Hispanic or Latino'

ii. Choose from other demographics for additional details.

b) Enter the last 4 digits of your Social Security Number (SSN) or select "No SSN\Not applicable" if you do not have a SSN.

c) Enter your PaySchools Central password.

d) Continue to the next step.

e) Select the Sign button to complete the application and go to the next step.

f) Click the Back button to return to the previous step.

3) If applicable and set up by your school, the next step is to complete disclosure choices. This option is to share your student's meal benefit with other departments your school has designated, which can reduce fee costs.

4) Select the school departments to share the benefit with for each of your students individually or select the Check this box if you would like to share with ALL department's checkbox for each of your students

5) Enter your PaySchools Central Password.

6) Continue to the next step by selecting the Sign button sign the application and to go to the next step or press the Back button to return to the last step.

Get Determination Letter

1) Get your determination letter.

a. If your school automatically approves applications:
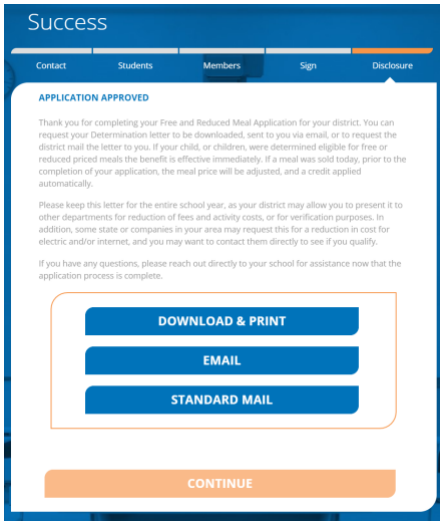
i. Get your application via three options (note that you can do all three options if you choose):
   1. Download and print: download your determination letter immediately.
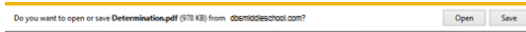
   2. Email: send the determination letter to your email in PDF
   3. Standard Mail: you can choose to have the determination letter sent to you from the school district via mail. Please note this will take time for the district to print and mail to you and is NOT the preferred method of delivery.

ii. If your school does NOT automatically approve applications:
   1. You will be notified that the application is pending approval and your preferred contact method will be used to send your letter once approved.

2. If changes are needed for your application to be approved, an email will be sent and a screen pop-up in PaySchools Central will be shown.
3. In both cases, you will be instructed to return to your application to make changes and resubmit.
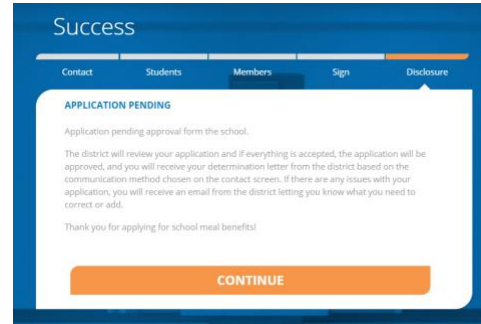
2) Continue to the next step by clicking Continue.

Review Completed Applications

1) You can view the current application from the View Completed Application option in the Menu:

PaySchools
QuikApps

Free or Reduced-price meals or apply the status for a reduction in fees.

a) Declining benefits will cause the application to be removed and your student's meal status reset to full pay.

b) You can always submit a new application to re-apply for benefits at any time through the school year.

c) Confirmation regarding Declining Benefits is shown:
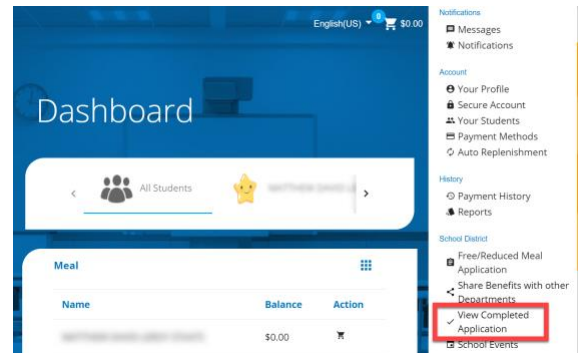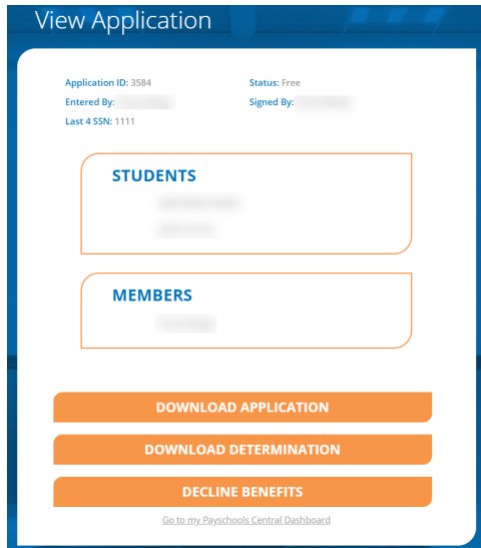
2) Download Application: application details can be downloaded in PDF.

3) Download Determination: determination letter can be downloaded in PDF.

4) Decline benefits: if your income situation changes and you no longer wish to use

PaySchools
QuikApps
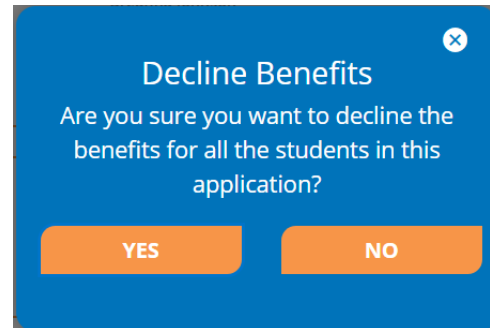
Welcome to **PaySchools Central!**

PayForIt is Transitioning to PaySchools Central

PaySchools is excited to announce that your district will be upgraded to our latest and greatest online payment product, PaySchools Central! While the upgrade is intended to be seamless, we want to make you aware of the specifics of the transition.

1. When logging into PayForIt, users will be prompted with a message that their PayForIt account has been replaced by PaySchools Central, and will provide the link to access PaySchools Central
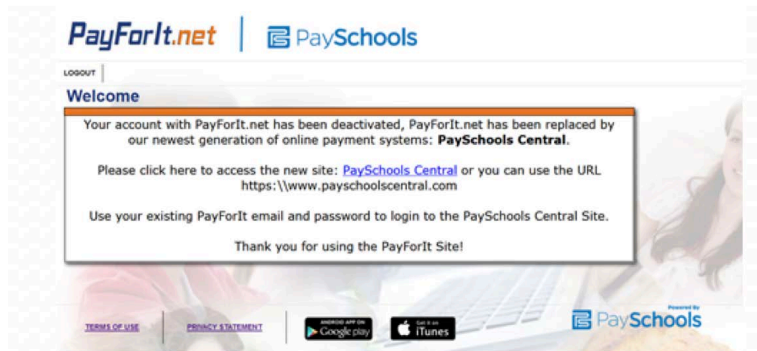
2. Clicking the PaySchools Central Link will re-direct users to the PaySchools Central login page.
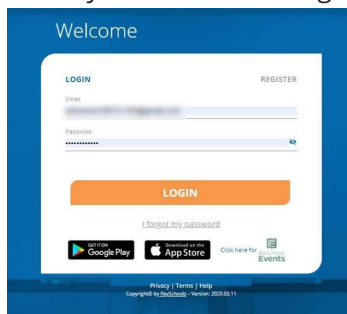
3. The user will then login using their PayForIt credentials and they will be prompted to confirm credentials, students migrated, and any pertinent information about their PayForIt account that has been migrated as part of this transition.

AUTO-REPLENISHMENT

The auto-replenishment feature in PayForIt will not be activated in PaySchools Central until the user logs into PaySchools Central, and adjusts their settings. This can be done by selecting the user menu and selecting Manage Auto Replenishment.

Need help with your PaySchools Central account?
Email **psc_help@payschools.com**
or call **877-393-6628**
**Support center hours:
8:30 a.m. – 7:30 p.m. ET (M-F)**

Welcome to **PaySchools Central!**

Our district has selected the **PaySchools Central** payment portal for parents.

Now you can pay for your children's school lunches, fees, field trips, registrations, and more online, securely and quickly. No more lost cash or checks!

1. Create your account using your computer or tablet at:

   www.payschoolscentral.com

2. If you want to use your phone, download the PaySchools Central app on the Apple App Store or Google Play.

3. Complete account registration by selecting register, entering your profile details, setting up your password via the email link we'll send you, then logging in.

4. Add your children to your account using their student ID numbers.

5. If you'd like, enter credit card and/or banking information as forms of payment to use with your PaySchools account, or simply plan to use guest checkout when the time comes.

6. Manage school payments with ease!

NOW YOU CAN:

- **Manage** all your children's accounts and fees in one place!
- Set up **auto-replenish** to automatically refill lunch accounts when they're running low.
- Set up **reminders** and **alerts**.
- **Review** your children's purchases.
- **Handle payments 24/7**, at your convenience, on any device.

Rest assured that PaySchools is PCI-compliant and maintains industry-standard SSL certificates, ensuring all your family's data is **safe and secure**.

CONVENIENCE AND PROCESSING FEES

The following fees will be incurred per PaySchools Central transaction.

LUNCH ACCOUNTS:

Paid with checking-account transfer

Paid with debit or credit card— less than $50

Paid with debit or credit card— more than $50

OTHER SCHOOL FEES:

Paid with checking-account transfer

Paid with debit or credit card

Need help with your PaySchools Central account?

Email **psc_help@payschools.com** or call **877-393-6628.**

Support center hours: 8:30 a.m. – 7:30 p.m. ET (M-F)

PaySchools Central

Registration

Create User

1) To set up an account, go to www.payschoolscentral.com and click **REGISTER**.
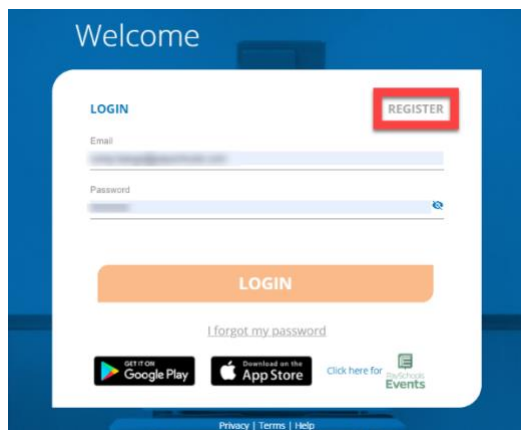
2) Fill out all fields marked with an asterisk. We strongly suggest adding a mobile number as it will help you reset your password via text if you ever have trouble logging in.

3) Review the User Agreement and check the box before clicking **REGISTER**.

4) Click **RETURN TO LOGIN** in the pop-up window and check your email inbox for a confirmation email.

5) You MUST click the link in the email in order to continue. This link is **ONLY VALID FOR 30 MINUTES.** If you do not activate the link within 30 minutes,

please return to www.payschoolscentral.com and click I

6) forgot my password to request a new email.

7) Create and confirm your password in the Account Activation screen after clicking the link in the email. You can view the password complexity rules by clicking ⑦
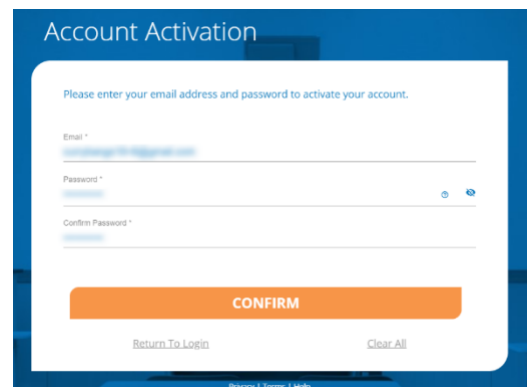
Secure Account

1) Fill out your 3 security questions and answers after setting up your password. Answers must be at least two characters long.

2) Click **SECURE** to continue.

Add Student and\or Staff

1) You have the option to **SKIP** this step and add your students/staff later via the Dashboard.

2) Add your student(s) and staff by filling in all the required fields and clicking

ADD STUDENT / STAFF

.

3) Once students and staff are added, they will appear at the top of the page where you can remove and manage your students/staff.

4) Click

CONTINUE

once you've added all of your students and/or staff.

5) A summary screen will display all students and staff who've been added. A green circle in a student/patron's card indicates they're active. A red circle indicates they're inactive. If your student or staff is showing up as inactive, please contact your school for assistance.

Add Payment Methods

1) Choose the payment type. Please note school districts choose which payment methods are accepted.

2) Enter in the payment method information, including the payment type, nick name, and card number or routing/account numbers. The "Nickname" field is simply a name you can give your payment method. For example: Jane's Visa CC.

3) Please read the Terms and Conditions for each payment method and check the box to agree. Click

ADD PAYMENT METHOD

to add your payment method.

4) You can store multiple payment methods in your account, including credit/debit cards and ACH. To add another payment method, select another payment type from the drop-down menu and follow steps starting on the Add Payment Methods section of this guide. You can also add more payment methods later by going to the Menu and clicking the Payment Methods option.

Email Notifications

1) To turn on any of the notifications, simply click the on/off toggle. An orange toggle indicates the notifications are on.

2) There are instructions for each section to give you more information about each type of notification. Click Instructions ⓘ to see the notification descriptions.

3) To save your notification settings, click CONTINUE.

Meal and Fee Payments

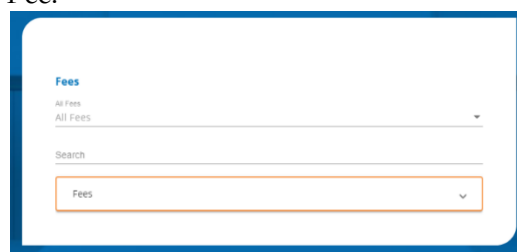1) To make a one-time lunch payment, go to the Dashboard and click the 🛒 to the

right of your student's name. To make a fee payment, scroll down to the Fees card and click the 🛒 next to the fee you wish to pay.

Meal:
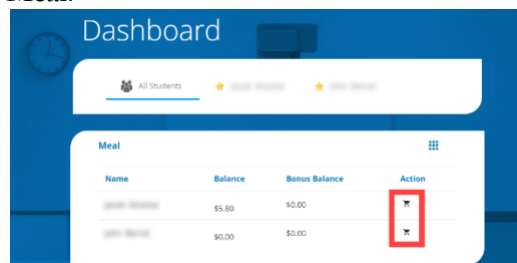
Fee:

2) Enter the amount you wish to add to the lunch account or how much you'd like to pay towards your fee (if partial payments are allowed) and click ADD TO CART.
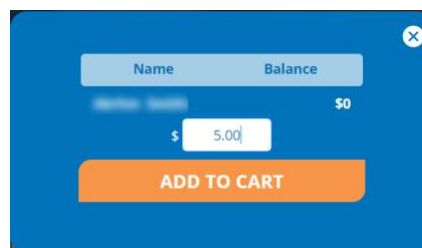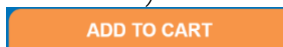
3) You will now see a blue circle in the upper right-hand corner of your screen where your cart is. The blue circle indicates there are items in your cart and the number indicates the amount of items.

4) If you would like to schedule your fee payment for a later date, click <u>Or, Schedule For A Later Time >></u>.
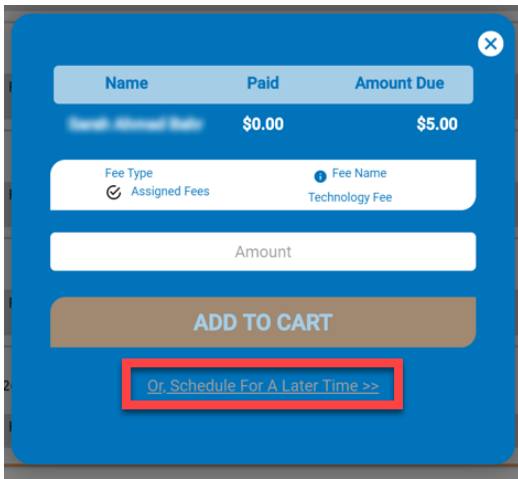
5) To check out, click on the white shopping cart in the upper right-hand corner of the Dashboard screen.

6) Review and update the items in your cart and make any necessary changes.

7) Select your payment method and click **CONTINUE**.
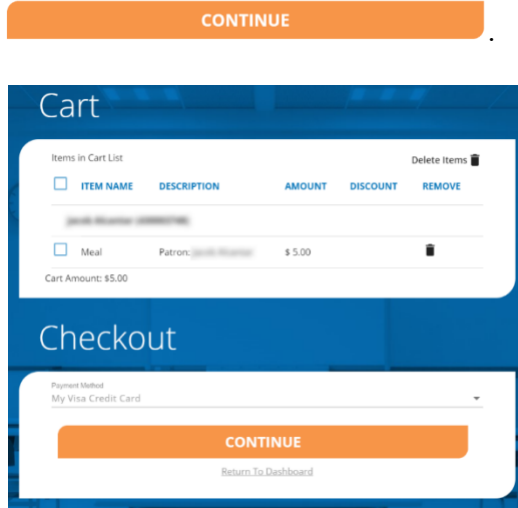
8) Check the box in the <u>Totals</u> pop-up window to agree to the terms and conditions and click **MAKE PAYMENT**.

9) 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 <u>Payment History</u> option.

Auto-Replenishment

1) To set up auto-replenish, click the <u>Auto-Replenishment</u> option in the Menu. You can also access Auto-Replenishment by clicking ⠿ in the Meal card.
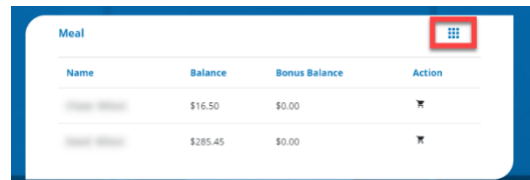
2) You will see your list of students and can either select a single name to set up unique auto-replenish settings or you can select <u>All Students</u> to apply the same settings to everyone in your account.
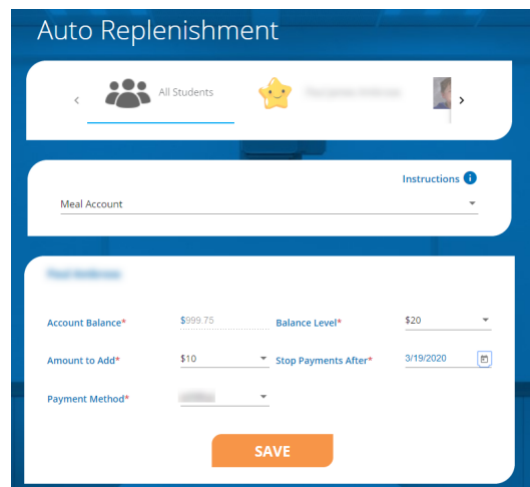
3) Once you've selected your student(s), enter in the required fields and click **SAVE**.

4) Read the Terms and Conditions and agree by putting a check mark in the box and clicking **SAVE**.

5) An orange toggle will appear, which indicates auto-replenishment is on.

6) Once your auto-replenish settings have been saved, you will see a status icon next to the Turn Off switch. Hover over the icon to see the auto-replenish status.

   Status 🟢 indicates the balance level has been met and your account will be replenished that day.

   Status ❌ indicates the balance level has not yet been met and auto-replenishment has not kicked off.

7) To turn off auto-replenish, simply click the orange toggle.

Reset Your Password

1) If you cannot log into PaySchools Central, or if you would like to change your password, click I forgot my password on the login screen and follow the steps to reset your password.
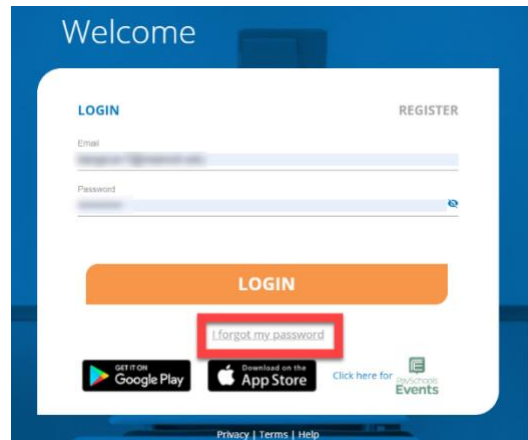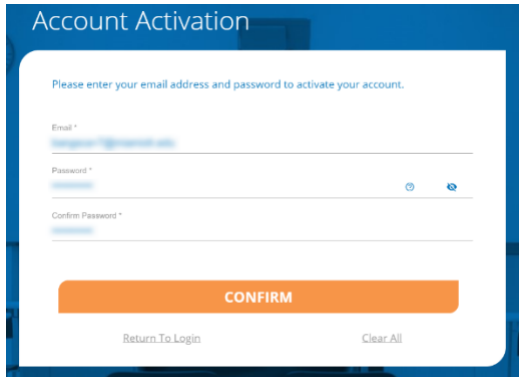

2) Enter in the email address associated with your account where indicated and click **EMAIL ME** or **TEXT/CALL**.
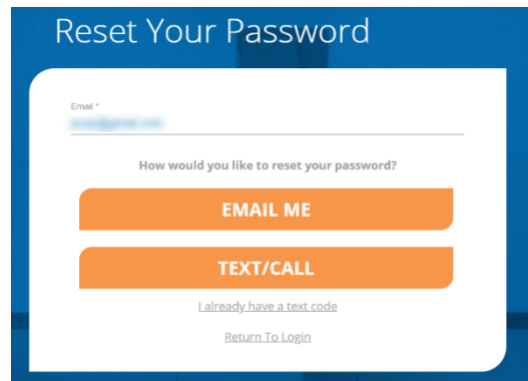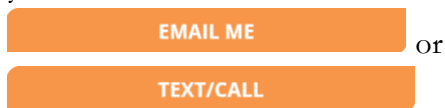
Email

1) The **EMAIL ME** option will send you an email with a reset password link. Click the link and follow the instructions to reset your password when you reach the Account Activation page.

2) Click **CONFIRM** to submit your changes.

Text

1) The **TEXT/CALL** option will send you a text verification code, which you'll need to enter on the following page:
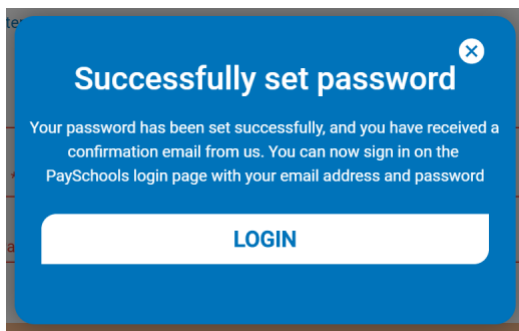

2) For either the email or text/call option, click **CONFIRM** to submit your changes. You will see the following pop-up, which indicates you successfully created a new password.

Successfully set password

Your password has been set successfully, and you have received a confirmation email from us. You can now sign in on the PaySchools login page with your email address and password

LOGIN