

FUNDING YOUR STUDENTS MEAL ACCOUNT

Go to www.payschoolscentral.com to fund your students account securely online.



Select 'Register' on the bottom left. The following screen will appear.

A screenshot of the PaySchools Central 'New User Registration' form. The form is titled 'New User Registration' in a blue header. It contains several input fields and dropdown menus. On the left side, there are fields for 'Email Address*' (with an example 'ex: xya@gmail.com'), 'First Name*', 'Last Name*', 'Address Line 1*', 'Address Line 2', and 'City*'. On the right side, there are fields for 'State*' (a dropdown menu with '-- Choose your State --'), 'Zip Code*' (with a 'Zip' label), 'Country*' (a dropdown menu with '-- Choose your Country --'), 'Phone', and 'Mobile'. At the bottom left, there is a checkbox with the text 'By clicking this box, I agree to the terms of the PaySchools User Agreement.' At the bottom center, there are two buttons: 'Back to Sign In page' and 'Register'.

Enter your information and check the box to agree to the terms, then click 'Register'. You will be sent an email within a few minutes containing a link to confirm your registration.

When clicking on that link you will be taken to a screen to setup your login information. Enter your email address and a password of your choice, please follow the instructions on that page for the password requirements. You will need to enter your password twice, then click the 'Confirm' button.



Please enter your email address and password to activate your account.

Password Complexity must meet the following conditions:
- Minimum 9 characters
- Maximum 128 characters
- May not contain more than 2 identical characters in a row
- Must meet at least 3 of the 4:
- upper case, lowercase, numbers and special character.

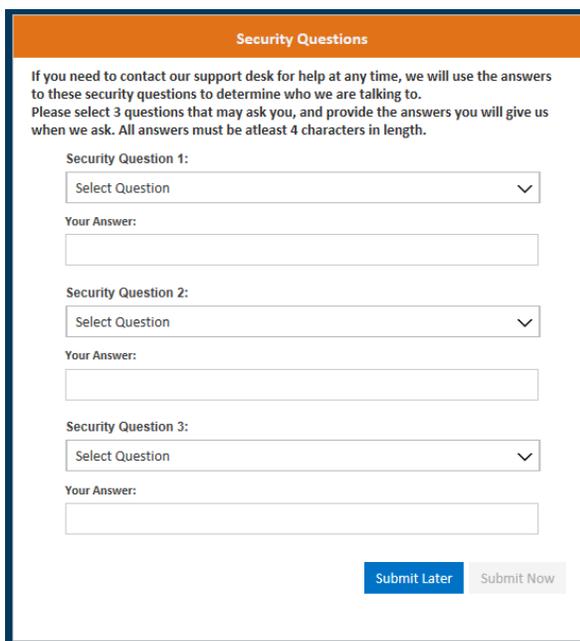
Email

Password

Confirm Password

[Back to Sign In page](#)

Go back to the website and login with your login information. You will then be asked to setup three security questions for your safety. When done click the 'Submit Now' button.



Security Questions

If you need to contact our support desk for help at any time, we will use the answers to these security questions to determine who we are talking to.
Please select 3 questions that may ask you, and provide the answers you will give us when we ask. All answers must be atleast 4 characters in length.

Security Question 1:

Your Answer:

Security Question 2:

Your Answer:

Security Question 3:

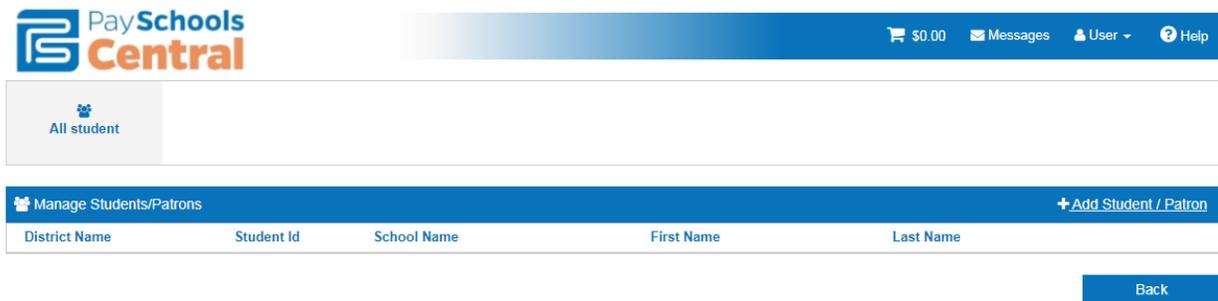
Your Answer:

Once submitted, the main page for the website will be shown.



Welcome to Payschools Central. To add family members to your account, please [Click Here](#)

Click on the 'Click Here' link.

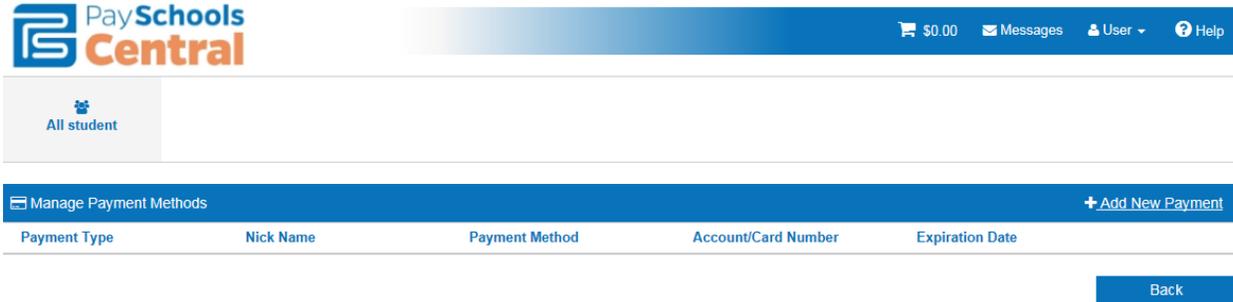


To add your student, click '+Add Student/Patron' on the right.

The image shows a modal window titled 'Add Student / Patron' with a close button (X) in the top right corner. The form contains the following fields: a dropdown menu for 'State' with 'Mississippi' selected; a dropdown menu for 'District' with 'Magnolia Heights School' selected; a text input field for 'ID'; a text input field for 'First Name'; and a text input field for 'Last Name'. At the bottom of the form are two buttons: 'Register' and 'Clear'.

Select 'Mississippi' and 'Magnolia Heights School' from the dropdown boxes in the fields shown. You will then need to enter your students MHS ID#. The first and middle name should be included in the 'First Name' field; place TWO SPACES between the first and middle name. Enter the student's last name and then click the 'Register' button. This will add them to your account. When done adding students, close that window by clicking the X in the top right corner of the window.

To setup your payment method, click on 'User' at the top and then select 'Manage Payment Methods'.



To add your payment method, click '+Add New Payment' on the right.

This window will appear.

The 'Add Payment Details' form is displayed in a window. On the left side, there is a 'Note' section with the following text: 'Your Account number is not displayed on the site, so the Nickname/Bank Name is used to identify your account on the Payment screen.' Below this, it states: 'The Default Credit Card/ACH Account cannot be deleted. To delete the default, you first need to add a new one.' There are two sections for terms and conditions: 'Credit Card Processing terms and Conditions' and 'ACH Electronic Check Processing Terms and Conditions'. At the bottom of the note section, it says: 'By Registering above account for credit/ACH transfers, I acknowledge that I am an authorized signer of this account.' On the right side of the form, there are several input fields: 'Payment Type' (a dropdown menu currently showing 'Credit/Debit Card'), 'Nick Name' (a text input field), 'Card Number' (a text input field with '16 Digits' below it), 'Expiration Date' (a text input field with 'MM/YYYY' below it), and 'CVV Number' (a text input field with '3 Digits' below it). At the bottom right of the form, there is a checkbox labeled 'By Checking This Checkbox, I Agree To The Payment Terms And Conditions.' and two buttons: 'Clear' and 'Submit'.

Select your payment type and enter the required information, be sure to enter a '/' between the month and year of your card expiration date (MM/YYYY). Then check the box to agree to the terms and then click the 'Submit' button.

Once this is setup, click on 'User' at the top and then select 'Manage Auto Replenishment' and the following screen will be displayed.

The screenshot shows the 'Auto Replenishment - Meal' settings page in the PaySchools Central interface. The page has a blue header with the logo and navigation links for '\$0.00', 'Messages', 'User', and 'Help'. Below the header is a user profile section with a photo and the text 'All student'. The main content area is a table with the following columns: Student Name, Balance Level, Amount To Add, Stop Payments After, Payment Method, and Turn On. The 'Turn On' column has a toggle switch set to 'OFF'. Below the table are 'Save' and 'Back' buttons.

Student Name	Balance Level	Amount To Add	Stop Payments After	Payment Method	Turn On
	\$0	\$10	8/15/2017	Select Payment	OFF

You can choose a minimum amount that you want your students balance to reach before adding funds to their account, and then choose the amount to add when that limit is reached. By selecting a date under 'Stop Payments After' you can make a onetime payment or have funds placed on the students account throughout the year based on your selections. Select a 'Payment Source', which will be the method of payment that you setup in the previous step. Then turn the option on to activate your transaction/transactions. Click the 'Save' button to finish.

A window will appear asking you to agree to authorization terms for the transaction. Check the box to agree and click the 'Agree' button. A small convenience fee will be accessed and will be added to the amount of your transaction.

The screenshot shows a 'Terms and Conditions' dialog box with the following text:

1- I authorize CP-DBS, LLC to charge my credit/debit card or debit my checking/savings account as indicated above. I understand that I can change or revoke this at any time by updating your Auto-Replenishment settings on the PayschoolsCentral.com site. You can opt-out but unchecking the Active box and/or setting the expiration date.

2- If I select my checking/savings account for funds transfer, I agree to pay a return fee of up to \$30.00 if my ACH transfer is returned unpaid. CP-DBS, LLC may represent my transfer up to two more times. I authorize CP-DBS, LLC to make a one-time electronic fund transfer from my account to collect the \$30.00 fee. If my electronic transfer remains unpaid, my debt will be turned over to a collection company or a check recovery company that may charge me a processing fee, as permitted by law. Any information I provide while registering for PayschoolsCentral.com can be used in this process.

3- By registering my account for credit/debit card or checking/savings account transfers, I acknowledge that I am an authorized signer of this account.

By checking this box, I agree to the following Auto-Replenishment Terms and Conditions.

Agree

Funds will be deposited in your students account when the transaction is processed, normally the next business day. A small transaction fee will be included

To view your students' purchases, click on 'User' at the top right and then select 'Reports'. Select your students name from the Patron Name dropdown box, and then select your date range.

The screenshot shows the PaySchools Central interface. At the top, there is a navigation bar with the logo, a balance of \$0.00, and links for Messages, User, and Help. Below this is a user profile section with a profile picture and the text 'All student'. The main content area is titled 'Reports' and contains a sidebar with a 'Meals' dropdown menu. The 'Patron Meals Activity' option is selected. To the right of the sidebar is a form titled 'Report : Patron Meals Activity'. This form includes a 'Patron Name' dropdown menu currently showing 'Select your Patron', a 'From Date' field with a calendar icon, and a 'To Date' field with a calendar icon showing '8/16/2017'. At the bottom of the form are two buttons: 'Generate Report' and 'Back'.

Click the 'Generate Report' button. It will create a pdf file that you can click on and view/print. The following is an example of how things will be listed.

School: Magnolia Heights School

Patron Activity for 8/9/2017 - 8/16/2017

Int TransactionId	Date & Time Transaction	Transaction Amount	Transaction Adjusted Balance	Transaction Balance	Cashier Name	Payment	Meal Period	Item Description	Quantity	Price
1295	8/11/2017 11:54:52 AM	3.25	0.00	0.00	Cashier 1	Total Sale	Lunch	Pizza Per Slice	1	2.00
1295	8/11/2017 11:54:52 AM	5.00	0.00	0.00	Cashier 1	Cash	Lunch	Large Chips	1	1.25
1295	8/11/2017 11:54:52 AM	1.75	0.00	0.00	Cashier 1	Change	Lunch		0	0.00

To setup notifications, click on 'User' at the top and then select 'Manage Notifications'. These notifications will only be seen under 'Messages' on the MMI website.

The screenshot shows the 'PaySchools Central' interface. At the top left is the logo. The top right navigation bar includes a shopping cart icon with '\$0.00', a 'Messages' icon, a 'User' dropdown menu, and a 'Help' icon. Below this is a user profile bar with a profile picture and the text 'All student'. The main content area is titled 'Notifications' and contains three sections: 'Meal Account', 'Monthly Statement', and 'Monthly Statement'. Each section has a toggle switch set to 'OFF', a label, a dropdown menu, and an 'Add' button. At the bottom right, there are 'Update' and 'Back' buttons.

Meal Account			
Low Meal Balance :	<input type="checkbox"/> OFF	Balance :	Select Am... ▾
Balance Remainder :	<input type="checkbox"/> OFF	Day of Month :	Select Day ▾

Monthly Statement			
Monthly Statement :	<input type="checkbox"/> OFF	Day of Month :	Select Day ▾

[Update](#) [Back](#)

You may setup notifications for various things; low meal balance based on an amount, balance reminder sent on a day of the month of your choosing, upcoming payments to let you know when funds will be deducted to fund your account, monthly statements, etc.

Set whatever items you wish up by selecting the appropriate option in the dropdown box, click the bar to turn it on. Click the 'Add' button and then 'Update'.

When finished using the site, be sure to click on 'User' at the top and select 'Log Out'.