

## ON-LINE FEE PAYMENT TUTORIAL

1. Log into Powerschool and click on the related student tab. Click on the Balance option located on the navigation bar on the left side of the screen.

The screenshot shows the Powerschool Guardian interface. The left navigation menu has 'Balance' highlighted with a blue bar and an orange arrow pointing to it. The main content area is titled 'Grades and Attendance' and contains an 'Attendance By Class' table. The table has columns for 'Exp', 'Last Week' (M, T, W, H, F), and 'This Week' (M, T, W, H, F). Rows include classes 1(A), 2(A), HR(A), 3(A), 4A(A), and L2(A). The table cells are mostly greyed out, indicating no attendance data is present.

2. On the fees page click on eFunds for schools (a Pearson ISV Partner) located on the right-hand side of the page.

The screenshot shows the Powerschool Guardian interface on the 'Transactions' page. The left navigation menu has 'Balance' highlighted. The main content area is titled 'Transactions: |' and contains two sections: 'Meal Transactions - Current Balance: \$0.00' and 'Fees - Available Funds in Fee Account: \$0.00'. The 'Fees' section contains a table with columns: Fee, Notes, Course, Amount, Discount, Paid, and Balance Due. The table lists three fees: '16-17 Junior Class Fee' (5.00), '16-17 Student Ath Admission Fee' (25.00), and 'Registration Fees' (80.00). The 'Totals' row shows a total amount of \$110.00, a discount of \$0.00, a paid amount of \$0.00, and a balance due of \$110.00. On the right side of the page, there is a button labeled 'eFunds for schools (a Pearson ISV Partner)' which is highlighted with a blue bar and an orange arrow pointing to it.

Fee	Notes	Course	Amount	Discount	Paid	Balance Due
16-17 Junior Class Fee			5.00	0.00	0.00	5.00
16-17 Student Ath Admission Fee			25.00	0.00	0.00	25.00
Registration Fees			80.00	0.00	0.00	80.00
<b>Totals:</b>			<b>\$ 110.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 110.00</b>

3. You will be redirected to the E~Funds for Schools home page. If you used the E~Funds option last you can just **Login** to the system by typing in your Username and Password. Click on Forgot Username and/or Forgot Password, should you have forgotten the **Login** information.

**ST. FRANCIS SCHOOL DISTRICT**

### Lunch Payments

Deposits to the student lunch account may be made via MySchoolBucks

<https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home>

### Login

Username:

Password:

**Login**

[Forgot Username](#)  
[Forgot Password](#)

### Welcome to e~Funds for Schools

This service eliminates the cash you give your children and checks you write the school. e~Funds for Schools is the easiest and fastest electronic payment system you will ever use.

**Doing our part in "Keeping it Green"**  
By using e~Funds for Schools we can reduce pollution and help save our forests. When you make a payment electronically and eliminate paper checks, you do a small part in protecting the earth, which we all share and love.


### New Users

[Register Here](#)

[Registration Guide](#)

### Site Security

This site chose VeriSign SSL for secure e-commerce and confidential communications.



powered by Symantec

If you are a New User, you will need to complete all of the required information under SignUp and then click on the SignUp button located at the bottom of the page. You will be redirected to the E~Funds for Schools home page and will then have to login into the system by typing in the username and password you created on the previous screen.

**ST. FRANCIS SCHOOL DISTRICT**

### Log In

To begin using e~Funds for Schools, please log in.

\* Username:

\* Password:

**Log In**

[Forgot Username?](#) | [Forgot Password?](#)

### Sign Up

New user? Sign up to start using e~Funds for Schools!

\* Username:

\* Password:

\* Re-Enter Password:

\* First Name:

\* Last Name:

\* Email:

Phone:

By clicking on "Sign Up!" I confirm that I have read, understand, and agree to the [Terms of Service](#), and [Privacy Policy](#) of e~Funds for Schools.

**Sign Up!**

4. Hover over the Account Setting tab to view the available options. Click on Payment Information.

6. If you have not yet set-up the **“Manage Payment Information”** page, you will need to enter your bank and/or credit card information. The system permits entry of one checking account and one debit/credit card account. Select the appropriate payment tab and fill in all required information; select **Save** at the bottom of the screen when done. If you have already set up the **“Manage Payment Information”** page, please review the information to ensure it is accurate.

[Back to Account Settings](#)

[Back to Account Settings](#)

You also have the opportunity to update existing accounts by clicking on the appropriate payment tab or to delete existing accounts, as well as to add new accounts. In addition, this is where you select which payment account you want to use.

ST. FRANCIS SCHOOL DISTRICT

Home Payment Options Advisory Services Account Settings Logout

### Manage Payment Information

Existing Account(s) New Checking Account New Credit / Debit Card

#### Manage Preferred Funding Sources

Payments	Account	
<input type="radio"/>	Checking *****3827 (221482481)	
<input checked="" type="radio"/>	Credit Card *****2643 (0220)	

Save

Back to Account Settings

7. Next, hover over the Account Settings tab and click on **Student Management**. This step will link the payment account to your student. (You do not need to complete step #8 if you used the system last year and have no new students to connect to the account. Click on **Continue** at the bottom of the page.)

ST. FRANCIS SCHOOL DISTRICT

Home Payment Options Advisory Services Account Settings Logout

### Personal Information

Manage your contact information

### Change Password

Manage your account password

### Student Management

Manage students associated with your account

### Notifications

Manage how e-Funds for Schools notifies you.

### Payment Information

Manage your checking and credit card information

<input type="radio"/>	Checking *****3827 (221482481)	
<input checked="" type="radio"/>	Credit Card *****2643 (0220)	

Save

Back to Account Settings

On this page, under **Add Student(s) by:** section, enter your **Student's Number (ID Number)** and **Last Name**. If you do not have a student ID# please contact powerhelp@sfsd.k12.wi.us and one will be sent to you. Click on **Add** and then click the **Continue** button at the bottom of the page.

8. The screen below will appear. Click on **Make a Payment**.

9. On this page you have the ability to **Add** additional options to the standard registration fees for each student. Select the student tab and use the scroll bar on the right-hand of the page to add additional fees. When done, click on the **Continue** button at the bottom of the page.

### Schedule Payments

Payment Method: Checking    Account Number: \*\*\*\*\*3827    Routing Number: 221482481

- Make one payment for multiple students by selecting the tab with the child's name, and then adding the desired item(s).
- You can get additional information about an item by holding your mouse pointer over the item name.

Jim

Tami

Lynn

General Items

Willow Glen Primary School

Shuttle - Family 1/2 Yr	50.00	2017-06-06	Add
Shuttle - Family Full Yr	100.00	2017-06-06	Add
Shuttle - Single Full Year	50.00	2017-06-06	Add
Shuttle Bus - Single Half Year	25.00	2017-06-06	Add

Deer Creek Intermediate

PE Shirt - L	6.00	2017-06-06	Add
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Continue

10. The following screen will appear after clicking on Continue. You will then have the option to review the additional fees added and/or remove items that were added in error. When done, click on **Continue** at the bottom of the page.

Home    Payment Options    Advisory Services    Account Settings
Logout

### Schedule Payments

Payment Method: Credit Card    Credit Card Number: \*\*\*\*\*2643    Expiration Date: 0220    Change ▾

- Make one payment for multiple students by selecting the tab with the child's name, and then adding the desired item(s).
- You can get additional information about an item by holding your mouse pointer over the item name.

Collin

Hannah

Maria

Zachary

General Items

Willow Glen Primary School

Shuttle - Family 1/2 Yr	\$50.00	2017-06-07	Added
Shuttle - Family Full Yr	100.00	2017-06-07	Add
Shuttle - Single Full Year	50.00	2017-06-07	Add
Shuttle Bus - Single Half Year	25.00	2017-06-07	Add

Deer Creek Intermediate

PE Shirt - L	6.00	2017-06-07	Add
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Payments for 2017-06-07

Payment Item Name	Pay For	Amount	
Shuttle - Family 1/2 Yr	Collin	\$50.00	<span style="background-color: #c00; color: white; padding: 2px 5px; border-radius: 3px;">Remove</span>
Convenience Fee(s)		\$2.65	
Total for 2017-06-07:		\$52.65	

Continue

11. One of the screens below (depending on your type of payment) will appear. If all looks good, click on **Submit**; otherwise, click on **Back** to make changes.

Home   Payment Options   Advisory Services   Account Settings   Logout

### Confirm your choices

Payment Method: Checking   Account Number: \*\*\*\*\*3827   Routing Number: 221482481   [Change](#)

**This payment will debit your checking account within 2 business days**

Shuttle - Family 1/2 Yr	Collin	\$50.00
<b>Total for 2017-06-07:</b>		<b>\$50.00</b>

[Back](#)   [Submit](#)

### Confirm your choices

Payment Method: Credit Card   Credit Card Number: \*\*\*\*\*2643   Expiration Date: 0220   [Change](#)

Please enter your CVV:

**This payment will be charged to your card immediately**

Shuttle - Family 1/2 Yr	Collin	\$50.00
Convenience Fee		\$2.65
<b>Total for 2017-06-07:</b>		<b>\$52.65</b>

Please review the convenience fees associated with each payment. To process your payment, you must agree to pay the convenience fees listed above.

- I have reviewed, and confirm that I accept the above listed convenience fee(s). We only accept charges to your credit / debit card up to \$100.00 per payment with a cost of \$2.65 each. For your convenience we have combined your individual payments and fees into a single payment.
- I decline paying all fees and want to cancel this payment.

[Back](#)   [Submit](#)