



# e-Funds for Schools Parent Documentation

## Creating a New Account

- 1) Visit the e-Funds Parent Login Page for Manteno CUSD No. 5 - <https://payments.efundsforschools.com/v3/districts/56369/>
- 2) Click **Create an Account**
- 3) Provide the requested information
- 4) Click Create Account

**Create an Account**

Username \*  
Create a username & password you will remember

First Name \*

Password \*  
Last Name \*

Re-enter Password \*

Email \*

Phone

Billing Address

\* indicates required field

CREATE ACCOUNT

## Managing Students

- 1) Log into your e-Funds account
- 2) Select **Manage Students**
- 3) Enter the Student's Last Name (as it appears in Skyward) and Student's ID # (**Other ID** can be found in Skyward Family Access under Student Info tab)
  - a. If you have multiple students that you want to add all at one time, please use your Family ID # (found in Skyward Family Access>Student Info>View [student's] Family> Family ID

**Student Information**

School: [Redacted]  
Call: [Redacted]

Gender: [Redacted] Age (Birthday): [Redacted]  
Language: [Redacted] Graduation Year: [Redacted]

Other ID: [Redacted] View Family

Family with [Redacted]

Address: [Redacted] Mailing Address: [Redacted] Primary Phone: [Redacted]  
Home: [Redacted] Family ID: [Redacted]

Receive a Paper Copy of Report Card

- 4) Select **Add Student**
- 5) Repeat steps 2-4 to add additional students

## Account Management – Payment Information

- 1) Log into your e-Funds account
- 2) Select **Payment Methods** under **Payment Settings**
- 3) Select **New Credit Card** or **New Direct Debit** (e-check) to add new payment information
- 4) After entering all required information, read Consent and select **Add** to save the information to account

### New Credit / Debit Card

Cardholder Name   
Cardholder name is required

Card Number

Expiration Date (MM/YY)

The payment service only accepts Visa, Mastercard, and Discover cards.

\* Indicates required field

ADD CREDIT / DEBIT CARD

### Add New Direct Debit

Account Number \*

Routing Number \*

Account Name \*   
\* Indicates required field

Fee Notice  
If any e-Funds for Schools payment that is authorized from your checking account is returned for Non Sufficient Funds "NSF", the e-Funds for Schools service provider will charge your account a \$15.00 NSF Fee. Payments that are returned as NSF may be retried up to an additional 1 time(s).

Consent  
By clicking "Add", I confirm that the above listed information is correct, and to pay the associated fee(s) assessed and collected by the third party payment processor on each payment made with this payment method.

0123 0123 0123456789

NAME ADDRESS CITY STATE ZIP DATE

RF TO THE ORDER OF \$

BANK NAME ADDRESS CITY STATE ZIP

0123

HD 123456789 01234567890123 0123

Routing Number Account Number

## Make a Payment

- 1) Select type of payment you would like to make (Lunch or Fees)
- 2) Select student
- 3) Enter amount of payment
- 4) Select **Begin Checkout**
- 5) Choose payment method or enter a new method
- 6) Review items and total
- 7) Select **Pay Now**

## Create Recurring Payments

- 1) Follow steps 1-7 above to "Make a Payment"
- 2) During review, click **Edit** next to "Frequency"
- 3) Select how often you want the payment to be made (Monthly, Weekly, Bi-Weekly)
- 4) Enter the **Number of Payments** you want to make
  - a. You will see a preview of the next five payment dates/amounts, when the final payment would be made, and a grand total
- 5) Review and Click **Confirm**
- 6) Review items/total and enter CVV
- 7) Select **Pay Now**
- 8) To edit any recurring payments, click **Manage Recurring Payments** under **Payment Settings**

*Note: Some examples of Recurring Payments could include payment plans or if you want to give your student a set amount each month for lunch.*

### Recurring Payment Arrangement

Start Date  
2019-08-01

Frequency  
Monthly

Number of Payments  
10

**Next 5 Payments:**

- 08/01/2019 - \$40.00
- 09/03/2019 - \$40.00
- 10/01/2019 - \$40.00
- 11/01/2019 - \$40.00
- 12/02/2019 - \$40.00

**Final Payment:**

- 05/01/2020 - \$40.00

**Grand Total: \$400.00**

CONFIRM

## Activate Low Meal Balance Settings (Lunch Auto-Replenishment)

The **Low Balance Settings** area allows you to monitor your child's lunch balances and once it hits a threshold amount that you set, it will automatically charge your account.

- 1) Click **Low Meal Balance Settings** under **Payment Settings**
- 2) Agree to the **Low Meal Balance Agreement** by clicking the **Activate** button

### Low Meal Balance Agreement

The Low Balance Settings area allows you to monitor your child's lunch balance. There are settings to receive notifications via email as well as to automatically replenish the lunch balance with the dollar amount you specify. By enabling this area you agree that, should you elect to take advantage of the automatic replenishment option, you will have sufficient funds in your account to cover the debit, as well as any fees that may be charged in connection with the payment. Please note that a debit may occur on any given day and is controlled entirely by the balance we receive from the school each morning.


ACTIVATE LOW MEAL BALANCE SETTINGS

- 3) Click the toggle button next to your student's name to enable
- 4) Set your **Minimum Balance** (the threshold amount where it triggers the auto-replenishment payment)
- 5) Enter the **Replenishment Amount** (the amount you want to add to their account each time it reaches the threshold)
- 6) Click **Confirm Settings**

### Low Meal Balance Settings

Low Meal Balance Notifications are **Enabled**

CONFIGURE NOTIFICATIONS

	Ψ \$ 20.00	<input checked="" type="checkbox"/>
Minimum Balance	<input type="text" value="\$ 5"/>	
Replenishment Amount	<input type="text" value="\$ 20"/>	