

### Setting up your online account

- 1) Log into your Skyward account and click on the Student Info Tab.
- 2) Each of your students should have an "other ID" listed in this section. You will need this ID number to set up your online payment account. **\*Please note this number may have changed from previous years.**
- 3) Click on the following link: <https://payments.efundsforschools.com/v3/districts/56298/>
- 4) When the e~Funds home page is displayed, click Create an Account (located in the menu bar on the left of the screen)
- 5) Enter your information – You choose the user name and password – Please note Family number is not a required field and you do not need to enter anything in that area.
- 6) Once the account is created you will need to add your students. To do this, click on Manage students. This is where you will need the 'other ID' numbers for your students.

### Funding School Lunch and Paying Student Book Fees

- 1) To Fund a student's lunch account simply click the "Fund Lunch" link and follow the steps. You can add funds to multiple student's accounts with one transaction.
- 2) To pay for Book Fees, click the appropriate link. Each of your students will show and how much is owed for their fees. Click "ADD ALL FEES" to get the correct total.

### Other Perks

- 1) With the Payment Settings feature, you can set up recurring payments or Low Balance Payments.
- 2) You can enter your credit/debit card with each transaction or you can store it on the secure site for faster payment processing.