

# SEATER Ü PRESENTS

The Parents Guide to:

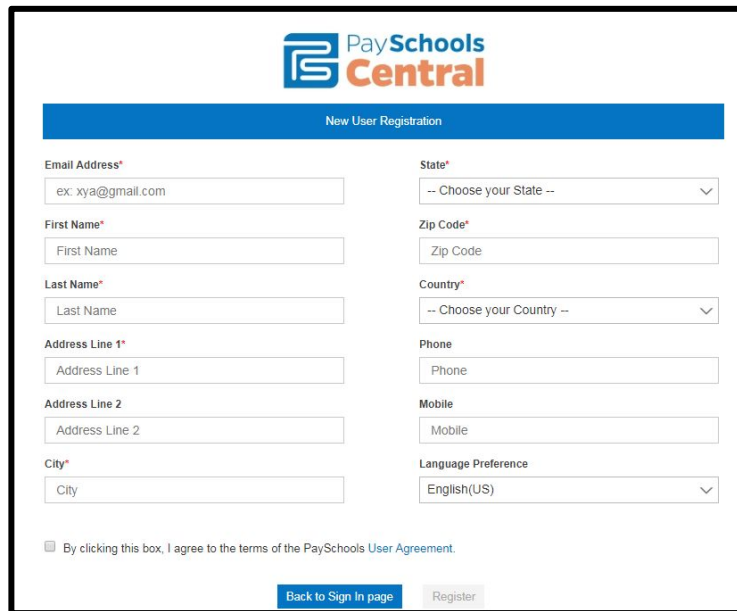


Pay**Schools**  
**Central**

# B

**Step 1:** Go to [PaySchools Central \(www.payschoolscentral.com\)](http://www.payschoolscentral.com) to create an account by clicking on “Register”. Fill out the Registration information, then check your email to confirm registration & set up a password.

**NOTE:** You will need to set up your initial account on a desktop computer before using the PaySchools Central Mobile app. Once you have an account set up, you can use the app to add students, manage funds, etc.



The screenshot shows the 'New User Registration' page for PaySchools Central. The page features a blue header with the logo and the title 'New User Registration'. Below the header, there are several input fields and dropdown menus for registration information. At the bottom, there is a checkbox for the user agreement and two buttons: 'Back to Sign In page' and 'Register'.

New User Registration	
Email Address*	State*
<input type="text" value="ex: xya@gmail.com"/>	<input type="text" value="-- Choose your State --"/>
First Name*	Zip Code*
<input type="text" value="First Name"/>	<input type="text" value="Zip Code"/>
Last Name*	Country*
<input type="text" value="Last Name"/>	<input type="text" value="-- Choose your Country --"/>
Address Line 1*	Phone
<input type="text" value="Address Line 1"/>	<input type="text" value="Phone"/>
Address Line 2	Mobile
<input type="text" value="Address Line 2"/>	<input type="text" value="Mobile"/>
City*	Language Preference
<input type="text" value="City"/>	<input type="text" value="English(US)"/>
<input type="checkbox"/> By clicking this box, I agree to the terms of the PaySchools User Agreement.	
<a href="#">Back to Sign In page</a> <input type="button" value="Register"/>	

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**Step 2:** Go back to the Sign In page to log into your new account. Then you are then ready to add students! You will need your child's **student ID number**, which can be found in your Genesis Parent Portal under "Summary".

\* To add your child, click on "User", "Manage Students/ Patrons" (see image).

The screenshot shows the Pay Schools Central dashboard. At the top right, there is a 'User' dropdown menu with a red arrow pointing to it. The dropdown menu is open, and 'Manage Students/Patrons' is circled in black. Other options in the menu include 'Manage Profile', 'Manage Payment Methods', 'Payment History', 'Manage Notifications', 'Manage Auto Replenishment', 'Reports', 'Privacy Statement', 'Terms and Conditions', and 'Log Out'. Below the dashboard, there is a table with the following data:

Student Name	Balance	Amount To Add
OWEN GATELY	\$14.00	\$ 0.00
KIERA GATELY	\$10.00	\$ 0.00

\* Then click Add Student/Patron to add your child's information.

The screenshot shows the 'Add Student/Patron' form. At the top, there is a star icon and the name 'Owen Gately'. Below this is a table with the following data:

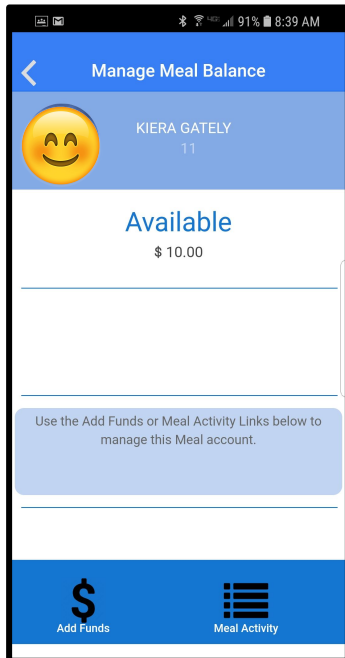
School Name	First Name	Last Name	
BHS	KIERA	GATELY	
BHS	OWEN	GATELY	

At the bottom right of the table, there is a button labeled '+ Add Student / Patron' circled in black. Below the table is a 'Back' button.

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**Step 3:** Lastly, add funds to your child's account. You can also Manage Auto Replenish so funds will be added when they become low.

**Mobile App View:**



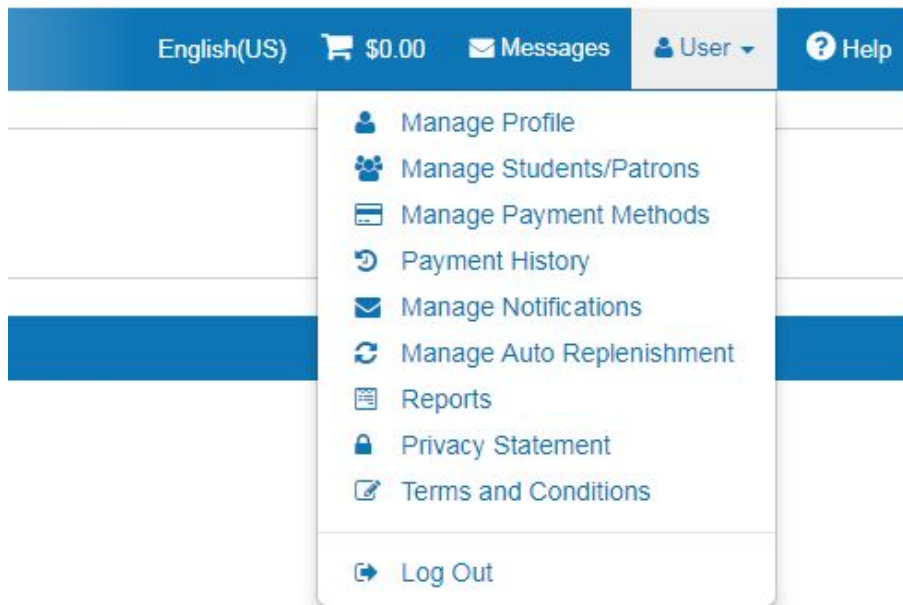
**Desktop View:**

The desktop view shows the PaySchools Central interface. A table lists meal balances for Owen Gately and Kiera Gately. The 'Amount To Add' column has input fields set to \$0.00, and the 'Add To Cart' column has cart icons. A red circle highlights the 'Amount To Add' and 'Add To Cart' columns.

Student Name	Balance	Amount To Add	Add To Cart
OWEN GATELY	\$7.90	\$ 0.00	
KIERA GATELY	\$10.00	\$ 0.00	



You can also manage your settings by going to “User”. This is where you would manage payment methods, notifications, etc.





## You can also run a report to see what your child is buying at lunch time!

\* Click on “User”, “Reports” and choose the dates. Then Click “Generate Report”.

The screenshot shows the PaySchools Central web application. At the top, there is a navigation bar with the logo, language (English(US)), balance (\$0.00), messages, and a user profile dropdown. The user profile dropdown menu is open, showing options like 'Manage Profile', 'Manage Students/Patrons', 'Manage Payment Methods', 'Payment History', 'Manage Notifications', 'Manage Auto Replenishment', 'Reports' (circled in red), 'Privacy Statement', 'Terms and Conditions', and 'Log Out'. Below the navigation bar, there are three tabs: 'All Students', 'Kiera Gately', and 'Owen Gately'. The 'Report' section is active, displaying a sidebar with 'Meals' and 'General' categories. The main content area shows the 'Report : Patron Meals Activity' form with fields for 'Patron Name' (OWEN GATELY), 'From Date' (9/10/2018), and 'To Date' (9/18/2018). There are 'Generate Report' and 'Back' buttons at the bottom.

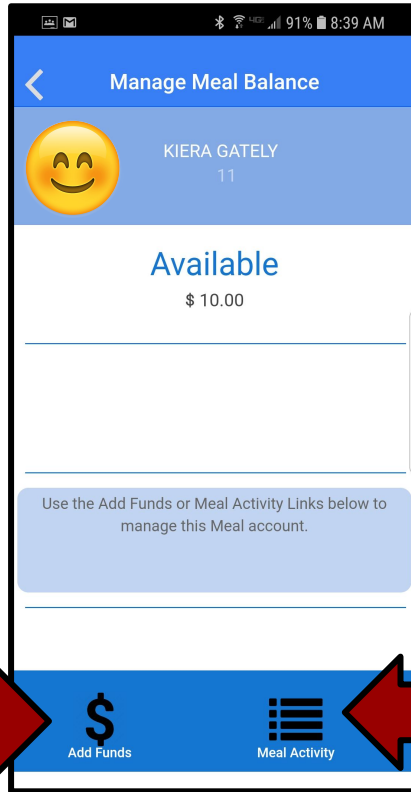
Sample PDF Report:

Description	TransactionDate	Quantity
HS Lunch	9/14/2018 10:48:25 AM	1
Water Lrg.	9/14/2018 10:48:25 AM	1



## App View:

\* Add funds to your child's account by clicking on "Add Funds".



\* See what is purchased at lunch by clicking on "Meal Activity".



# Questions?

**School Contact:** For assistance with Student ID numbers or basic set up questions.

- Caralee Gately (Media Specialist / Instructional Media & Educational Technology Coordinator)  
Email: [cgately@belvideresd.org](mailto:cgately@belvideresd.org)

**Pay Schools Central Contact:** For specific questions regarding payments & accounts.

- Phone: 1-877-393-6628
- Email: [PSC\\_Help@PaySchools.com](mailto:PSC_Help@PaySchools.com)



*Thanks for  
visiting  
Seater U!*