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PaySchools
Online Payment Processing System



How do I add students to my account?

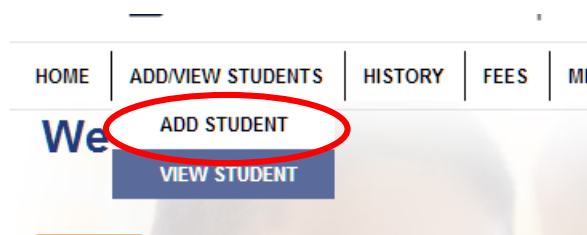
You can set up as many students as needed through a single account, as long as they are within the same district. For reporting purposes and other reasons, the system is unable to create an account for two (2) students with two (2) different districts. You must create separate accounts, listing a different district for each, and use a different *user name, password, and email* for each.

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Step 1 – Add/View Students → Add Student

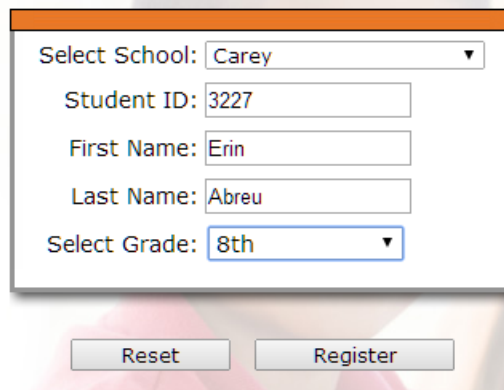
- 1) To add a student to your account from the homepage, put your mouse over the tab Add/View Students. A drop down menu will pop up, then click on Add Student.



Step 2 – Enter Student Information

- 2) Select your student's school from the pull down menu.
- 3) Enter your student's Student Identification Number. If you do not have this number, please contact the school and they can provide it to you.
- 4) Enter your student's first name as they were registered for school. If the name is not recognized, you may need to add your child's middle initial.
- 5) Enter your student's last name.
- 6) Select your student's grade from the drop down menu.

Register Student

A screenshot of a 'Register Student' form. The form has a white background with an orange border. It contains the following fields: 'Select School:' with a dropdown menu showing 'Carey'; 'Student ID:' with a text input field containing '3227'; 'First Name:' with a text input field containing 'Erin'; 'Last Name:' with a text input field containing 'Abreu'; and 'Select Grade:' with a dropdown menu showing '8th'. Below the form are two buttons: 'Reset' and 'Register'.

7) Once all information has been entered, press the Register button.

Register Student

Select School: Carey

Student ID: 3227

First Name: Erin

Last Name: Abreu

Select Grade: 8th

Reset Register

Step 3 – View Added Student

8) Your new student will appear in your list of student once you add them to your account.

Currently Registered Students

ID	Name	School Grade	Active	Balance	
14203	Alvin Carl Abbas	Davis 9th	True	\$2.55	Remove
3389	Courtney Jaymes Abbas	Freedom 2nd	True	\$9.67	Remove
3227	Erin Abreu	Carey 8th	True	\$7.73	Remove

General Information

- ❖ Please allow several hours for our site to receive the account information for your students, and you may see “Update Pending” in the balance field. We do not have a direct connection to the school; however we receive updates periodically throughout the day. Once the account information has been updated from the school, you will be able to view the balance and recent purchases from your home screen.
- ❖ If the child is not found, double check your information and try again. If it still doesn't match, contact the school to verify you have the correct information, or use the Help Center to send a request to the support team, who can look up the information provided by the school in PFI.