



PaySchools
Online Payment Processing System

West Fargo Public Schools has just launched
PaySchools!

This will allow you to make payments online for your student's lunch account or other items we might offer!

Features of PaySchools

Setting up your account

To create your PaySchools account, simply follow the link from the school district's website. Select the "First Time Visitors, Click here to Register" link to get started. You'll enter your name, address (must match your credit or debit card statement if you're using that option), phone number and email address and password. Your login information is your email address and password so be sure to save that information for future transactions. We do not store bank account information and do not share your information with any other organization or entity.

Associate your student to more than one account

Upon your first login to the new system, you will be required to associate your student to your account. Once your student is associated to your account, you will not be asked for that information again. Students can be associated with more than one PaySchools account by simply adding your student to any existing or new PaySchools account.

View student balance information & Set up low balance alerts

You can now view your student's lunch account balance online at any time and set up automated low balance reminders. After associating your student, simply click on your student's name to set the low balance level at which you wish to be notified.

Help Screens – Just hover over the question mark

We have added hover helps to answer your most frequently asked questions. If you have additional questions or comments, contact PaySchools Customer Service.

To begin using PaySchools:

1. Follow the PaySchools link from the school district's website.
2. Login using your PaySchools email and password.
3. Click to add students to your account.
4. Select the *Add Money* link next to the appropriate student.
5. Enter a dollar amount and select *Calculate Total* then *Add to Cart*.
6. Click the *Check Out* button to continue OR *Continue Shopping* to add money for another student.
7. Review your order and complete your purchase by E-check or Credit/Debit Card.

**If you have any questions or comments regarding PaySchools 1.5,
please contact PaySchools Customer Support.**

**Email: info@payschools.com
Toll-free: 866-729-5353 Option 2**