



Step-by-Step Guide for Staff

Getting started with e~Funds for Schools



Access the [e~Funds for Schools](#) website or scan this QR code:

CREATE AN E~FUNDS ACCOUNT

1. Visit the e~Funds for Schools website.
2. Select **Create an Account** on the left.
3. Provide the requested information.
4. Click the **Create Account** button to finalize the account.



LINK YOUR PROFILE

1. Once logged in to e~Funds, select **Manage Students** under **Manage Account**.
2. Enter your last name then enter your Lunch ID # where it says Student #.
3. If you don't know your Lunch ID # you can get it from your school's lunch clerk.
4. Select **Add Student(s)**.

ADD PAYMENT METHODS

1. Once logged in to e~Funds, select **Payment Methods** under **Payment Settings**.
2. Select **New Credit Card** or **New Direct Debit** to add card information.
3. After entering all required information, read the consent and select **Add** to save payment information to account.



MAKE A PAYMENT

1. Select the type of payment you would like to make under **Make a Payment**.
2. Select your profile.
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**.

SET UP LOW BALANCE NOTIFICATIONS

1. Once logged in to your e~Funds account, select **Manage Account** on left menu.
2. Click on **Notification Settings**.
3. Locate the **Low Meal Balance for All Students**.
4. Click on the radio button to turn on.

SET UP RECURRING LUNCH PAYMENTS

1. Once logged in to your e~Funds account, add a fee or lunch payment.
2. Recurring payments can be set up during checkout by changing the frequency. Options include monthly, weekly or bi-weekly.

For questions or assistance with e~Funds, please contact your school.