Welcome to PaySchools!
To get started, follow the PaySchools link from your school district’s website.

1. First time users will need to create a PaySchools account by selecting “First time users, please click here to register.” Enter the required information on the following page to register your account. PaySchools does not store any information other than your name, address, phone number, email address and password. We do not share this information with any third parties and we do not store any bank account information.

Returning users please enter your login information and select Login to continue.

2. Select “Click here to associate students to your account” after you have logged in. Enter the Student ID, Student First Name and Student Last Name and select Submit. If the student information is correct, select Add Student To Account to continue. Select Cancel Request to return to the main page and begin a new search.

3. To add money to a student lunch account, select the Add Money link to continue. If your school offers items other than lunch through PaySchools, select the Add Items link to view and purchase those items.

To add another student, select the “Click here to associate a student to your account” option from the bottom of the page.
4. Enter the dollar amount you would like to add to the student lunch account. Select Calculate Total.

Verify that the dollar amount has calculated correctly and select Add to Cart to continue.

You may also select Reset to return to the previous page or Cancel to return to the Your Students page.

5. To add money to another student or other items to your cart, select the Continue Shopping button to be returned to the Your Students page. If you are ready to complete your purchase, select Check Out to continue.

6. To make your purchase with an electronic check (e-check), complete the form below. Enter your 9-digit bank routing number and account number in the appropriate fields. If you have any special comments for your purchase, you may enter them in the box provided. Select the Pay Now by E-Check button once; the confirmation page may take a few seconds to load. If you are unsure if your transaction has processed or you receive an error message view your transactions by selecting Your Order History from the left-hand navigation bar.

To complete your purchase using a credit or debit card, select the (Click Here) link under the Payment by Credit or Debit Card option.

After your transaction has been successfully completed, you will receive a confirmation page and an email with your order summary. Select Sign Out to end your session.

If you have any questions or comments regarding PaySchools, contact PaySchools Customer Support

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