

e-Funds Step by Step Guide for Parents

Creating a New Account

- 1) Visit <https://payments.efundsforschools.com/v3/districts/55696> link also available on aquinasschools.org
- 2) Click on Create an Account
- 3) Provide requested information
- 4) Click Create Account

Account Management- Students

- 1) Under Manage Account, select Manage Students
- 2) Enter Family Last Name and Family Number, provided on the bottom of this sheet
- 3) Select Add Students

Account Management- Payment Information

- 1) Under Payment Settings, select Payment Methods
- 2) Select New Credit Card or New Direct Debit (A fee of 2.65% is assessed for credit card transactions. Direct Debit transactions are free of charge)
- 3) Enter Required Information, select Add

Make a payment

- 1) Select the type of payment you would like to make (Student Fees or Fund Lunch)
- 2) In the box of the student you are wanting to pay enter the amount of desired payment
- 3) Add to cart
- 4) When all items you wish to pay are in the cart select, begin checkout

On the Confirm Payment screen, select edit next to each category you wish to edit.

Make sure the payment amount is correct as the default is set to the total owed.

Once the frequency, date, and amount are correct select confirm.