Instructions for Middle & High School

- You must create an account by going to www.payschoolscentral.com . The first time you log into the site, you must click the register button to set up your account.

- After the account is created, you must register your children in your account.

- Click on the "Your Students" link on the right hand side and then click "Add Student"

- After the students' names are added, you must add a payment method.

- Click on the "Payment Methods" link on the right hand side and then click "Add Payment Method". You will have to agree to the terms and conditions before the payment method can be added.

- To add funds to each individual student account, click on the shopping cart that is next to their name when you are in the dashboard screen.

- Enter in the amount that you want to add.

- You then must click on the shopping cart in the upper right corner of the screen to finalize the check out process.

- Once you click the shopping cart, it will summarize your order. If everything is correct, click "Make Payment"

- You will then receive a message that tells you the transaction was successful and a receipt will be emailed to you.

- **If you do not receive an email, then the money was not added to the account.**