Chippewa Valley Schools has adopted *PaySchools Central* as an online payment resource for the parents in our district. *PaySchools Central* is a secure payment system which simplifies school payments in an easy-to-use online portal. It enables parents to pay assigned and optional fees online quickly and easily. The goal in utilizing *PaySchools Central* is to become "cash free" in our schools. Chippewa Valley High School is utilizing PaySchools Central for all school related payments.

P*aySchools Central* can be accessed via a link from the Chippewa Valley High School website, the Chippewa Valley Schools website (*For Parents, PaySchools*) or by typing ***www.payschoolscentral.com*** in your Google Chrome web browser. In order to use *PaySchools Central* you will need to create a parent account - if you have an account that was created prior to August of 2018, it will not work *PaySchools Central*. Once your account is created you will need to link your student (s) to your account with their student id.

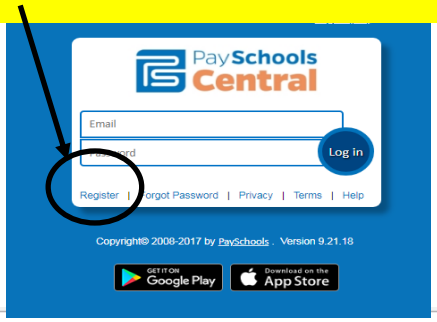
1. ***You must register for a PaySchools Central account. If you had a PaySchools account from school years prior to 2018/2019 your sign in credentials will not work in the new version. Please create a new account.***
2. ***Use Google Chrome. PaySchools does not work with Internet Explorer.***
3. ***PaySchools Central accepts Credit/Debit Cards and Checks (ACH).***
4. ***When linking your student (s) to your account replace any apostrophes in their name with a space. Example: O'Leary will become O Leary. This works for both first names and last names.***
5. ***Assigned fees are things that your student may owe - lost library books, unreturned sports equipment, damaged school property, etc. If your student has an Assigned fee PaySchools will take you to this tab first. All other fees will be listed on the Optional tab. If your student does not have an Assigned fee you will not be able to click on this tab. You can pay for both Assigned and Optional fees at the same time.***
6. ***Check the saved link on your computer. Make sure that you are using a link to the new PaySchools Central, not the old PaySchools.***

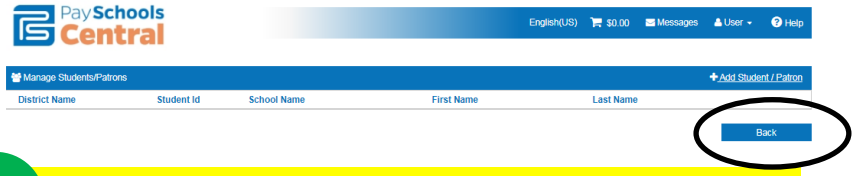
NEW PaySchools Central

OLD PaySchools

PaySchools Central Parent Quick Start Guide

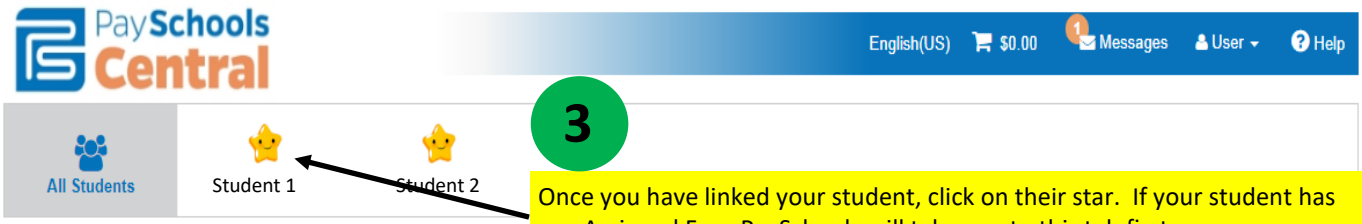
1 Register for your PaySchools Account. PaySchools will send you an email to create your password. You must click the link in the email that PaySchools sends you to complete the registration.





2 Link your students to your account. You will need the student id number to link your children to your account.

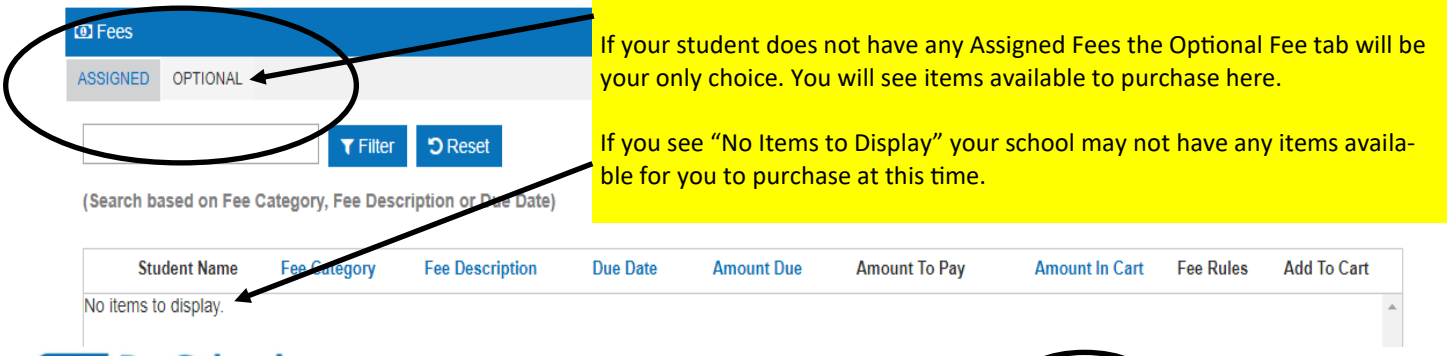
Click "Back" when you are done.

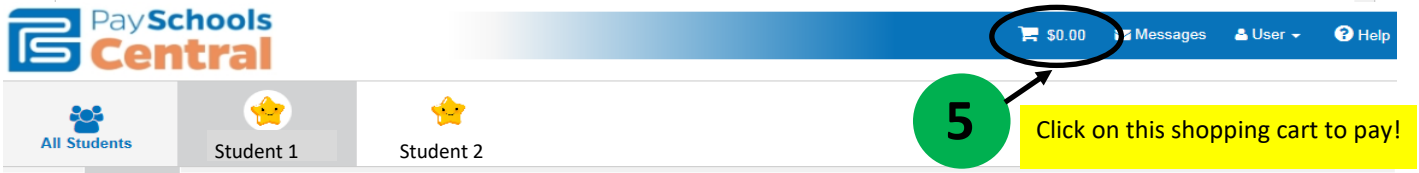


3 Once you have linked your student, click on their star. If your student has any Assigned Fees PaySchools will take you to this tab first.

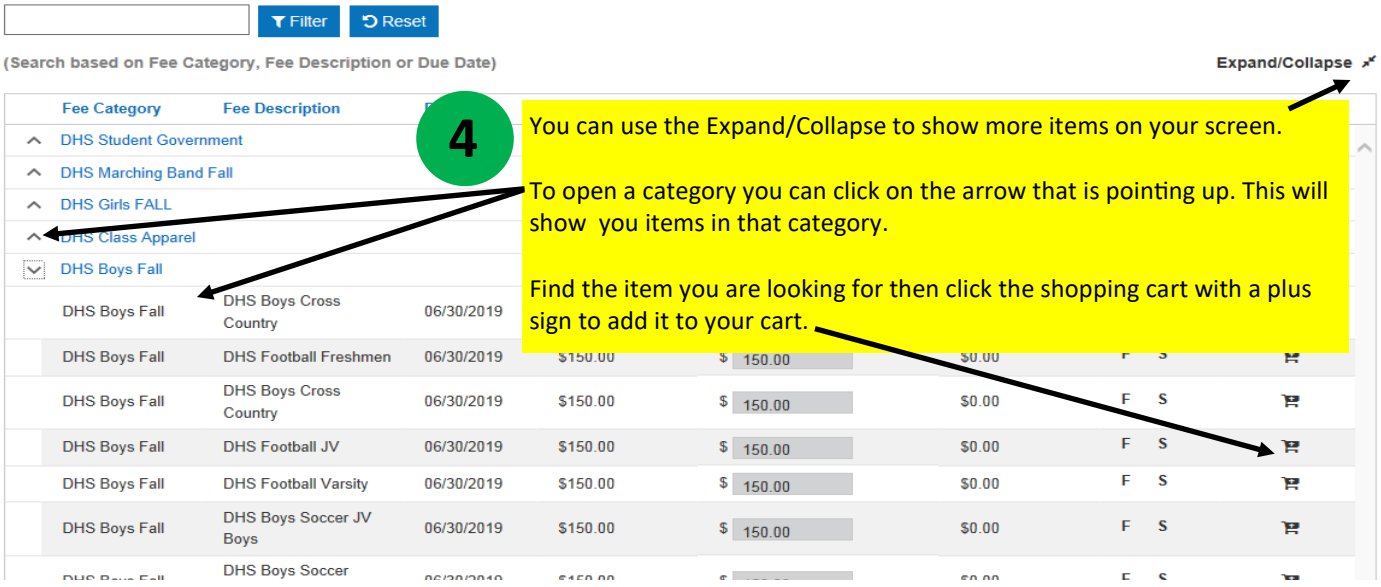
If your student does not have any Assigned Fees the Optional Fee tab will be your only choice. You will see items available to purchase here.

If you see "No Items to Display" your school may not have any items available for you to purchase at this time.





5 Click on this shopping cart to pay!



4 You can use the Expand/Collapse to show more items on your screen.

To open a category you can click on the arrow that is pointing up. This will show you items in that category.

Find the item you are looking for then click the shopping cart with a plus sign to add it to your cart.

REMEMBER!