PAYSCHOOLS CENTRAL

REQUIREMENTS FOR CREATING AN ACCOUNT:

Student ID No.

Student First Name

Student Last Name

Google Chrome works best with PaySchools Central.

PaySchools Central Login (Parents)

User Guides

Creating Parent Account

Adding Payment Methods

The PaySchools Central link for Chippewa Valley Schools can be found on the CVS website in the "For Parents" section. It is located on the right hand side within the gray banner.

Click the link to go to PaySchools Central. This will open to the PaySchools Central log-in screen. You will need to click on the word "Register"

Parents

At Chippewa Valley Schools we believe that parent involvement is the key to a great education. Throughout the school year, parents attend meetings, conferences, building and extracurricular events.

To better communicate with our parents, we sponsor parent-teacher conferences in the fall and spring. These conferences provide an opportunity for parents to discuss their child's progress with our teaching staff. We also sponsor educational nights throughout the year designed to help with a variety of parenting issues and topics.

PARENT GUIDES

Curriculum information and resources for parents of elementary aged children.

Annual Education Reports
Annual Notices
Boys and Girls Club of Southeast Michigan
Calendar
CARE
Chippewa Valley Coalition for Youth and Families
Curriculum
CVS Tech At Home
Departments
District Crisis Team
District/School Improvement Plans
Enrollment
Fifth Grade Maturation Unit
Fraud Hotline
Help for Families
In-District Transfer
Internet Safety Week Information
Kindergarten
Legislative Alerts
Library Search
Live Homework Help
Office 365 Login
Parent Portal
Parent Portal - SchoolMessenger Help
PaySchools Central
Preschool
Promoting Positive Parenting
PTO/Support Groups Resources
SACC - School Age Child Care
School of Choice

The preferred browser for using PaySchools is Google Chrome

PaySchools is not compatible with Internet Explorer 11 and above!

![PaySchools Central]

New User Registration

This is the PaySchools Central Registration Screen. You will need to enter all of the information that it is asking for.

Once your information is entered you must agree to the terms and then click the "Register" button.

Email Address*	**State***
ex: xya@gmail.com	-- Choose your State --
First Name*	**Zip Code***
First Name	Zip
Last Name*	**Country***
Last Name	-- Choose your Country --
Address Line 1*	**Phone**
Address Line 1	Phone
Address Line 2	**Mobile**
Address Line 2	Mobile
City*	
City	

☐ By clicking this box, I agree to the terms of the PaySchools User Agreement.

Back to Sign In page   Register

You will get a message that looks like this. Follow the directions - you must open the email that PaySchools Central sends you and confirm your registration.

Successfully Registered   ✕

Thank you for registering. You will receive an email with instructions on how to confirm your registration and setup your new password. You will need to complete this process within 30 minutes or you will need to complete the registration process again. If you do not receive a confirmation email, select the Help link on the login page for assistance.

Go to Login Page

Security Questions

If you need to contact our support desk for help at any time, we will use the answers to these security questions to determine who we are talking to.
Please select 3 questions that may ask you, and provide the answers you will give us when we ask. All answers must be atleast 4 characters in length.

Security Question 1:

Select Question ⌄

Your Answer:

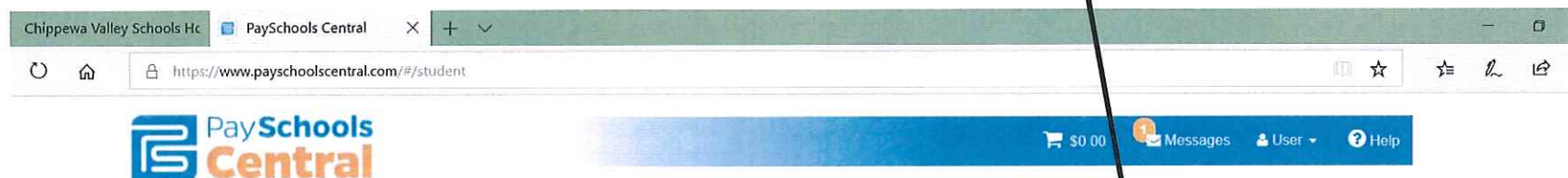**Security Question 2:**

Select Question ⌄

Your Answer:

Security Question 3:

Select Question ⌄

Your Answer:

Submit Later   Submit Now

You will be asked to choose security questions and type in your answers to those questions.

You can by-pass this (for now) by clicking on the Submit Later button.

Once you have entered or by-passed the security questions you are ready to begin adding your students to your account!

Chippewa Valley Schools Hc   PaySchools Central   ×   + ⌄

↻ ⌂   🔒 https://www.payschoolscentral.com/#/student

PaySchools Central

🛒 $0.00   Messages   👤 User ▾   ❓ Help

Welcome to Payschools Central. To add family members to your account, please **Click Here**

Follow the directions to add your students to your account. You will need to know your child's student id number to add them.

Select your State - Michigan

Select your District - Chippewa Valley Schools

Enter your first child's student id and name on the appropriate lines.

Click "Register" to add the student.

Add Student / Patron

State
Michigan

District
Chippewa Valley Schools

ID

First Name

Last Name

Register   Clear

You should now see you student listed! Continue this process until you have all of your students added.

PaySchools Central

English(US)   🛒 $0.00   ✉ Messages   👤 User ▾   ❓ Help

Andrew Staniec

👥 Manage Students/Patrons   ➕Add Student / Patron

District Name	Student Id	School Name	First Name	Last Name	
Chippewa Valley Schools	12345678	Dakota High School	My Child First	My Child Last	👤x

Back

Once you are done registering all of your students you can click on the X of the

Add Student/Patron box and then click the "Back" button on your screen.

PaySchools Central

| | | | English(US) | 🛒 $0.00 | 🔔 ✉ Messages | 👤 User ▾ | ❓ Help |

| 👥 **All Students** | ⭐ Your Student 1 | ⭐ Your Student 2 | ← |

📷 **Fees**   Schedule Fees

ASSIGNED   OPTIONAL

[   ]   ▼ Filter   ⟲ Reset

(Search based on Fee Category, Fee Description or Due Date)

Student Name	Fee Category	Fee Description	Due Date	Amount Due	Amount To Pay	Amount In Cart	Fee Rules	Add To Cart
No items to display.								

Once you have added all of your students to your account you will see their names under their star.

You will have an "All Students" view which will show you one big list of items available to you. You can also click on your student's star to see items available specifically to them.

You will now have access to the "Assigned" and "Optional" fees available for your students.

Assigned fees are things that the school may assign your student. Things like lost library books, text books not returned, missing sports equipment. If a fee is assigned by the school will appear here.

Optional fees are things that the school is selling or sports that your student may participate in. Athletic Fees are listed under Optional.

You can find specific items that you may be looking for a few different ways.

The first way is to use the filter option. Type the name of the item you are looking for in the box and click the filter button.

You can also rollup each category by clicking the downward facing arrow next to the category name.

You can use the Expand/Collapse arrows to make the item screen larger and show more items.

| | PaySchools Central | | | | | English(US) | 🛒 $0.00 | Messages | User ▾ | Help |

👥 All Students	⭐ Andrew Staniec	⭐ Cass Staniec	

◻ Fees   **Schedule Fees**

ASSIGNED   OPTIONAL

[Walk]   **▼ Filter**   **↺ Reset**

(Search based on Fee Category, Fee Description or Due Date)   **Expand/Collapse** ⤢

Student Name	Fee Category	Fee Description	Due Date	Amount Due	Amount To Pay	Amount In Cart	Fee Rules	Add To Cart
⌄ Fee Category: Walk-A-Thon								
Your Student 1	Walk-A-Thon	Oct. 31 Outside To Participate In The Walk.	11/01/2018	$5.00	$ 5.00	$0.00	F S	🛒
Your Student 1	Walk-A-Thon	Oct. 31 Walk, 10 Prize/Game Tickets, Cider & Donuts, LED Tumbler Cup, Lunch Line Fast Pass, And Personalized Parking Spot Of Your Choice For The Entire	11/01/2018	$100.00	$ 100.00	$0.00	F S	🛒

Remember - The preferred browser for using PaySchools is Google Chrome. If you are using Internet Explorer 11 or above you will not see an item list when you click on "Optional"

PaySchools Central

🛒 $0.00   ✉ Messages   👤 User ▾   ❓ Help

| | All Students | Your Student 1 | Your Student 2 |

Filter | Reset

(Search based on Fee Category, Fee Description or Due Date)

Expand/Collapse

Fee Category	Fee Description	Due Date	Amount Date	Amount To Pay	Amount In Cart	Fee Rules	Add To Cart
∧ DHS Student Government							
∧ DHS Marching Band Fall							
∧ DHS Girls FALL							
∧ DHS Class Apparel							
∨ DHS Boys Fall							
DHS Boys Fall	DHS Boys Cross Country	06/30/2019	$150.00	$ 150.00	$0.00	F S	🛒
DHS Boys Fall	DHS Football Freshmen	06/30/2019	$150.00	$ 150.00	$0.00	F S	🛒
DHS Boys Fall	DHS Boys Cross Country	06/30/2019	$150.00	$ 150.00	$0.00	F S	🛒
DHS Boys Fall	DHS Football JV	06/30/2019	$150.00	$ 150.00	$0.00	F S	🛒
DHS Boys Fall	DHS Football Varsity	06/30/2019	$150.00	$ 150.00	$0.00	F S	🛒
DHS Boys Fall	DHS Boys Soccer JV Boys	06/30/2019	$150.00	$ 150.00	$0.00	F S	🛒
DHS Boys Fall	DHS Boys Soccer	06/30/2019	$150.00	$	$0.00	F S	🛒

You can rollup each category by clicking the downward facing arrow next to the category name. You can also use the Expand/Collapse arrows to make the item screen larger and show more items.

When you find the item you wish to purchase you can add it to your shopping cart by clicking on the shopping cart icon the right of the item. You will need to confirm adding the item to your cart by clicking on the blue "Add to Cart" button on the pop-up box.

Add to Cart ✕

Review details and Add **DHS Football Varsity** amount to cart

| NAME	AMOUNT DUE	AMOUNT TO ADD
Your Student 1	$150.00	$150.00

Add to Cart
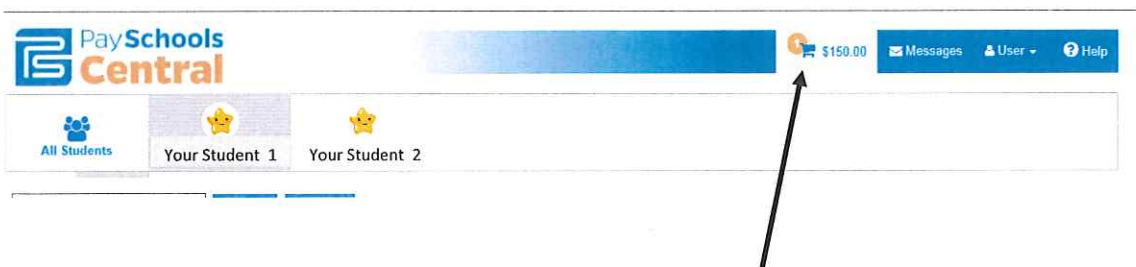
Once you have confirmed that you want to add your item to the cart you will see the shopping cart at the top of the screen has 1 item and a dollar value in it. These number swill continue to increase with each item you add to the cart. When you have added all of the items you wish to purchase to the cart you are ready to check out. Click the shopping cart icon at the top to begin the checkout process and then click the blue checkout button to confirm.
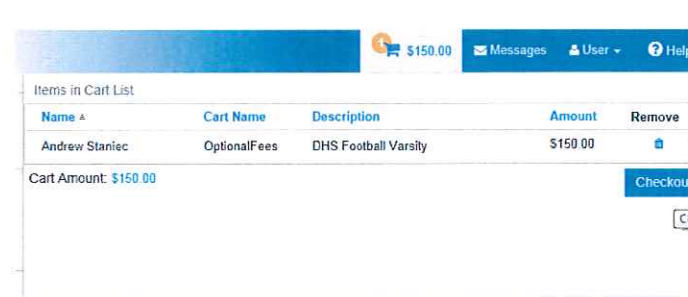
The checkout pop-up box will open for you to begin the checkout process.
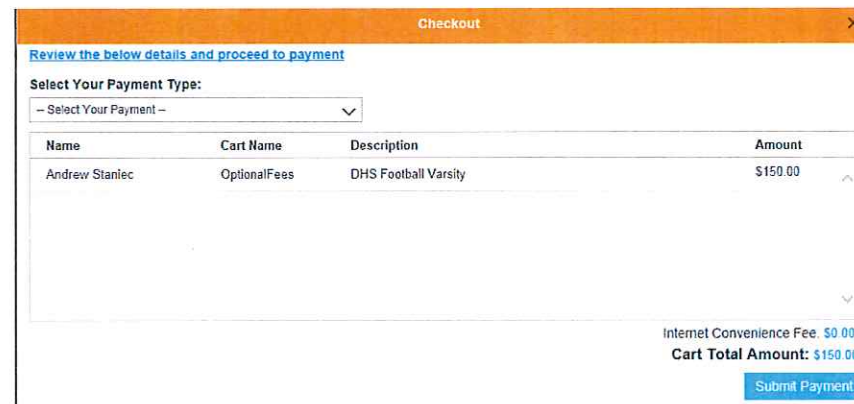
Checkout

Review the below details and proceed to payment

Select Your Payment Type:

-- Select Your Payment --

		escription		Amount
		-- Select Your Payment --		
		Football Varsity		$150.00
		Use New Card		

Internet Convenience Fee: $0.00
Cart Total Amount: $150.00

Submit Payment

When the checkout box pops up you must first select your payment type. You will select the Use New Card option.

Checkout

Review the below details and proceed to payment

Select Your Payment Type:

Use New Card

Name	Cart Name	Description	Amount
Your Student 1	OptionalFees	Walk-A-Thon $5 Donation	$5.00

Internet Convenience Fee: $0.00 ?
Cart Total Amount: $5.00

☐ By Checking this checkbox, I agree to the terms and conditions.

Credit Card Processing terms and conditions :

I authorize CP-DBS, LLC dba Data Business Systems, as owner and operator of payschoolscentral.com, to charge my account described above for non-recurring credit card transactions processed through the site.

Submit Payment

Once you have select the Use New Card option you will need to check the check box in the lower left hand corner and click Submit Payment.

Enter Your Card Details ✕

First Name

Last Name

We Accept   AMERICAN EXPRESS   DISCOVER   MasterCard   VISA

Card Number

Expiration Date

MM/YYYY

CVV Number

CVV Number

Submit   Clear

The Enter Your Card Details screen will pop up and you can enter your credit card information and click Submit. Once your card is processed you will receive the confirmation message below.

Message

Thank you for your payment of $150.00. A copy of your receipt has been emailed to you.

Close

You have now successfully paid for shopping cart items!

A receipt for your purchases will be emailed to the email address that you registered with.

Wed 8/1/2018 1:19 PM

noreply@payschools.com
Transaction processed for ECR-ChippewaValley on 8/1/2018 12:19:00 PM

To   Your Name

Pay Schools

ECR-ChippewaValley - Transaction # 1 - Subtotal: $150.00 - Transaction Fee: $0.00 - Convenience Fee: $0.00 - Total: $150.00

Your Student 1   (12345678910)   - DHS Football Varsity (Fees) - Amount: $150.00

Regards,
Payschools Central Support

Paying with a Credit Card

Start by clicking the drop down next to "*User*"

Scroll down to Manage Payment Methods

When the box opens click on "*Add New Payment*"

This opens the "*Add Payment Details*" screen on the right. Click on the drop down arrow under Payment Type and select Credit/Debit Card.

Follow the steps to link your credit/ debit card to your PaySchools Central Account.

$22.00   Messages   User ▾

- Manage Profile
- Manage Students/Patrons
- Manage Payment Methods
- Payment History
- Manage Notifications
- Manage Auto Replenishment
- Reports
- Privacy Statement
- Terms and Conditions

- Log Out

Messages   User ▾   ? Help

+Add New Payment

✕

Back

Add Payment Details   ✕

- **Note:**
  Your Account number is not displayed on the site, so the Nickname/Bank Name is used to identify your account on the Payment screen.

  The Default Credit Card/ACH Account cannot be deleted. To delete the default, you first need to add a new one.

Credit Card Processing terms and Conditions :

1. I authorized CP-DBS, LLC dba Data Business Systems, as owner and operator of payschoolscentral.com, to charge my account described above for non-recurring credit card transactions processed through the site.

ACH Electronic Check Processing Terms and Conditions:

1. I authorize CP-DBS, LLC dba Data Business Systems, as owner and operator of payschoolscentral.com, to debit my account described above for non-recurring ACH Electronic transactions processed through the site.

2. I agree to pay a return fee of up to $30.00 if my ACH transfer is returned unpaid. CP-DBS, LLC dba Data Business Systems may represent my transfer up to two more times. I authorize CP-DBS, LLC dba Data Business Systems to make a one-time electronic fund transfer from my account to collect the $30.00 fee. If my electronic transfer remains unpaid, my debt will be turned over to a collection company or a check recovery company that may charge me a processing fee, as permitted by law. Any information I provide while registering for payschoolscentral.com can be used in this process.

By Registering above account for credit/ACH transfers, I acknowledge that I am an authorized signer of this account.

Payment Type

Credit/Debit Card   ⌄

Nick Name

Card Number

Card Number

Expiration Date

MM/YYYY

CVV Number

CVV Number

☐ By Checking This Checkbox, I Agree To The Credit Card Processing Terms And Conditions.

Clear   Submit

Paying with an Electronic Check

Start by clicking the drop down next to "**User**"

Scroll down to Manage Payment Methods

When the box opens click on "**Add New Payment**"

This opens the "**Add Payment Details**" screen on the right. Click on the drop down arrow under Payment Type and select ACH/Check.

Follow the steps to link your checking account to your PaySchools Central Account.

🛒 $22.00   ✉ Messages   👤 User ▾

- 👤 Manage Profile
- 👥 Manage Students/Patrons
- 🖥 Manage Payment Methods
- 🔁 Payment History
- ✉ Manage Notifications
- 🔄 Manage Auto Replenishment
- 🗄 Reports
- 🔒 Privacy Statement
- 🗒 Terms and Conditions
- ➜ Log Out

essages   👤 User ▾   ❓ Help

+Add New Payment

✕

Back

Add Payment Details   ✕

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2. I agree to pay a return fee of up to $30.00 if my ACH transfer is returned unpaid. CP-DBS, LLC dba Data Business Systems may represent my transfer up to two more times. I authorize CP-DBS, LLC dba Data Business Systems to make a one-time electronic fund transfer from my account to collect the $30.00 fee. If my electronic transfer remains unpaid, my debt will be turned over to a collection company or a check recovery company that may charge me a processing fee, as permitted by law. Any information provide while registering for payschoolscentral.com can be used in this process.

By Registering above account for credit/ACH transfers, I acknowledge that I am an authorized signer of this account.

AMERICAN EXPRESS   DISCOVER   MasterCard   VISA

Payment Type
ACH/Check   ⌄

Nick Name
Check

Account Type
-- Choose your Account Type --   ⌄

Routing Number
Routing Number

Account Number
Account Number

☐ By Checking This Checkbox, I Agree To The Credit Card Processing Terms And Conditions.

Clear   Submit

YOUR NAME   123
678 Main Street
Anywhere, MI 12345   DATE _____

PAY TO THE
ORDER OF _____ $ _____

_____ DOLLARS

⑈999888777⑈   ⑈001234567891⑈   ⑈123⑈

Routing Number   **Account Number**   **Check Number**