

# Parent Registration Process



The following pages will walk you through the registration process.

## (Screen 1.) Registration



Welcome to e~Funds for Schools. If you are a new user you will first need to step through a short Registration process. In this process you will **assign and set up your own new User Name, Password, and Account Information**. Once registration is complete, you will be able to login using your own personal User Name and Password to submit payments to the school. Please click on the "**Register**" button to begin.

### Login:

User Name

Password

[Forgot password](#) [Register](#)



[Privacy Policy](#)

**Click on Register from the login screen and proceed to screen 2.**

## (Screen 2.) Enter Personal Information

**e-Funds for Schools™**  
Powered by Magic-Wrighter

[Change Password](#) | [Print](#) | [Logout](#)

>Step 1<  
Step 2  
Step 3  
Step 4  
Confirm

**Account Information**

**Create New User Name:**

**Password:**

**Retype Password:**

**First Name:**

**Last Name:**

\* Home Email:

\* Work Email:

Phone Number:

Please note: fields in bold are required.

\* At least one valid email address is required, enter 'NA' if you do not have an email address. This is also where you receive your confirmation emails.

**Continue**

Questions? Concerns? Don't hesitate to contact [Customer Service](#)

Once you have entered the required personal information click continue and proceed to screen 3.

## (Screen 3.) Enter Student/Family Number

Step 1  
>Step 2<  
Step 3  
Step 4  
Confirm

Change Password | Print | Logout

**Student Information**

Use the field below to add students

**Add a Student**

Family Number  **Add**

Choose "Family Number" or "Student Number" then enter the appropriate number in the box and click Add to link students to your account.  
If you do not remember your student number or family number, please contact your school district's office directly.

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**On the above screen select student number and enter the student number. Click Add. Repeat for each student in your family. Click Continue when all students are entered.**

## (Screen 4.) Verifying Student/ Family Number/Adding Students

The screenshot shows the 'e-Funds for Schools' interface. At the top left, there are three horizontal blue lines. To their right is the logo 'e-Funds for Schools' in a white script font on a dark blue background, with 'Powered by Magic-Wrighter' in a smaller white font below it. In the top right corner, there are links for 'Change Password | Print | Logout'. The main content area is divided into two columns. The left column contains a vertical list of steps: 'Step 1', '>Step 2<', 'Step 3', 'Step 4', and 'Confirm'. The right column is titled 'Student Information' and contains a table of 'Currently linked students'. The table has three columns: 'Student Name', 'Number', and 'Grade'. One student is listed: 'Account, Test' with number '1234' and grade 'P'. Below the table is a 'Remove' link. Underneath is an 'Add a Student' section with a dropdown menu set to 'Family Number', an empty input field, and an 'Add' button. A text box below this section provides instructions: 'Choose "Family Number" or "Student Number" then enter the appropriate number in the box and click Add to link students to your account. If you do not remember your student number or family number, please contact your school district's office directly.' At the bottom of the right column is a 'Continue' button with a red arrow pointing to it from the left.

Step 1  
>Step 2<  
Step 3  
Step 4  
Confirm

**Student Information**

Currently linked students:

Student Name	Number	Grade
<input type="checkbox"/> Account, Test	1234	P

[Remove](#)

**Add a Student**

Family Number  [Add](#)

Choose "Family Number" or "Student Number" then enter the appropriate number in the box and click Add to link students to your account.  
If you do not remember your student number or family number, please contact your school district's office directly.

[Continue](#)

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**You will use the above screen to verify the students set up under your account. At this time you can add students or delete students. Once everything is set click continue**

## (Screen 5.) Enter Account Information

Step 1  
Step 2  
>Step 3<  
Step 4  
Confirm

**Payment Information**

**Checking Account** [Terms of Service](#)

New Account Type:  Checking

**New Routing Number:**

**New Account Number:**

[Click here for a sample check.](#)

Please note: fields in bold are required.

**Credit Card** [Terms of Service](#)

Registration for payment by credit card must be authorized through touch-tone telephone. The registration by phone process is used for added security and the safe guarding of your credit card information. For your protection no credit card payment is processed via this Internet web site.

Do not continue or close your web browser until you have called the following toll-free number: **(800) 438-9926**.

When you call the toll free 800 number the voice will ask you for an ACCESS CODE. Please enter the following number including the # sign: **8001879#**.

You will also be prompted to enter a PIN number. Please use the following TEMPORARY Authorization PIN number: **8480**

The automated voice system will prompt you through a few questions and will provide you with a Registration confirmation code.

Enter your REGISTRATION CONFIRMATION code here:

DO NOT continue or close your browser until you have entered the Registration Confirmation code in the box above, provided by the touch tone registration system.

[Continue](#) ←

The following few pages will walk you through registering using a checking account, followed by registering with a credit card. On the above screen select checking and enter your 9 digit routing number and account number then click continue.

## (Screen 6.) NSF Disclosure

**e-Funds for Schools**  
Powered by Magic-Wrighter

Change Password | Print | Logout

Step 1  
Step 2  
Step 3  
>Step 4<  
Confirm

**Fee Notice**

The e-Funds For Schools service is brought to you by a third party service provider and they charge for processing your payment(s). If any e-Funds For Schools payment that is authorized from your checking account is returned for Non Sufficient Funds "NSF", the e-Funds For Schools service provider will charge your checking account a \$15.00 NSF Fee.

There will be a \$1.00 convenience fee that will be added to each payment you make during the year.

Back Continue

Questions? Concerns? Don't hesitate to contact [Customer Service](#)

**To proceed with the registration process you must click on continue once you have read the above fee notice. Please note that the NSF Fee only pertains to checking accounts.**

## (Screen 7.) Agreeing to Terms and Privacy Policy

**e-Funds for Schools™**  
Powered by Magic-Wrighter

[Change Password](#) | [Print](#) | [Logout](#)

Step 1  
Step 2  
Step 3  
Step 4  
>Confirm<

**Confirm**

By submitting your registration information, you indicate that you agree to the [Terms of Service](#) and have read and understand the [e-Funds For Schools Privacy Policy](#). Your submission of this form will constitute your consent to receive required administrative and legal notices such as this electronically.

[Submit](#)

Questions? Concerns? Don't hesitate to contact [Customer Service](#)

To read the [Terms of Service](#) or the [Privacy Policy](#) click on the wording when you are on the above screen. Once you have read and agree with them click on submit to proceed to the final step in the registration process.

## (Screen 8.) Registration Confirmation



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[Change Password](#) | [Print](#) | [Logout](#)

<p>Step 1 Step 2 Step 3 Step 4 Confirm &gt;Finished&lt;</p>	<p><b>Registration Complete</b></p> <p>You have successfully completed the setup process. Please return to the login screen to access your e~Funds For Schools account.</p> <p><a href="#">Go to Login</a></p>
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**You have now completed the registration process for checking and are ready to make payments.**

## (Screen 9.) Login Screen



Welcome to e-Funds for Schools. If you are a new user you will first need to step through a short Registration process. In this process you will **assign and set up your own new User Name, Password, and Account Information**. Once registration is complete, you will be able to login using your own personal User Name and Password to submit payments to the school. Please click on the "**Register**" button to begin.

**Login:**

User Name

Password

[Forgot password](#) [Register](#)



[Privacy Policy](#)

## **Registration E-Mail Confirmation**

**You will receive the following via e-mail once you have completed the registration process. This will be sent to the e-mail address(s) you entered on screen 2.**

Thank you for taking the time to register with e~Funds For Schools. You can now login and make payments online.

The following is your account information, please save them for future reference:

User Name: asmith

Password: 1234

Again, thank you for registering with e~Funds For Schools.

This is an automated message. Replies to this address will not be read.

**The following pages will walk you through the registration process with a credit card.**

## (Screen 5.) Enter Account Information

Step 1  
Step 2  
>Step 3<  
Step 4  
Confirm

**Payment Information**

**Checking Account** [Terms of Service](#)

New Account Type:  **Checking**

**New Routing Number:**

**New Account Number:**

[Click here for a sample check.](#)

Please note: fields in bold are required.

**Credit Card** [Terms of Service](#)

Registration for payment by credit card must be authorized through touch-tone telephone. The registration by phone process is used for added security and the safe guarding of your credit card information. For your protection no credit card payment is processed via this Internet web site.

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Enter your REGISTRATION CONFIRMATION code here:

DO NOT continue or close your browser until you have entered the Registration Confirmation code in the box above, provided by the touch tone registration system.

[Continue](#) ←

**To make payments via a credit card you must call the 800# on the page and use the provided access code and pin number. Once you have completed the phone call you will be given a registration confirmation code to enter on the above screen. Once you have entered the registration confirmation code in the box click continue.**

## (Screen 6.) Agreeing to Terms and Privacy Policy

Step 1  
Step 2  
Step 3  
Step 4  
>Confirm<

**Confirm**

By submitting your registration information, you indicate that you agree to the [Terms of Service](#) and have read and understand the [e-Funds For Schools Privacy Policy](#). Your submission of this form will constitute your consent to receive required administrative and legal notices such as this electronically.

**Submit**

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To read the [Terms of Service](#) or the [Privacy Policy](#) click on the wording when you are on the above screen. Once you have read and agree with them click on submit to proceed to the final step in the registration process.

## (Screen 7.) Registration Confirmation



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[Change Password](#) | [Print](#) | [Logout](#)

<p>Step 1 Step 2 Step 3 Step 4 Confirm &gt;Finished&lt;</p>	<p><b>Registration Complete</b></p> <p>You have successfully completed the setup process. Please return to the login screen to access your e-Funds For Schools account.</p> <p><a href="#">Go to Login</a></p>
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**Login:**

User Name

Password

Login >>>

[Forgot password](#) [Register](#)



[Privacy Policy](#)

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