

## **INSTRUCTIONS FOR USING E-FUNDS FOR SCHOOLS (MAKING ONLINE PAYMENTS)**

1. Locate your child/children's student ID number by logging into Parent Square at [parentsquare.com/signin](https://parentsquare.com/signin), **from a computer only**. The name(s) of the student(s) will be in the upper left corner. Click on the student's name and their student ID number will be displayed.
2. If you cannot locate your child/children's student ID number, please contact the front office of your child's school.
3. Log into E-Funds at <https://payments.efundsforschools.com/v3/districts/56523/login>. Create an account and add all associated students using their student ID number.
4. Once logged in, click on "Pay Optional Fees" and select the student. Fees available to be paid online can be found here.
5. Select fee to pay and enter all required information.

### **Fees**

Similar to previous online payment platforms, there is a small fee associated with using E-Funds.

#### **Credit Card fees**

The fee when using a credit card is \$2.65 up to \$100 in payments.

#### **Direct debit fees**

The fee when paying directly from your bank account into E-funds is \$1 per transaction.

\*District code is 56523

\*Once you have a created an account, you will not need to obtain your child's student ID number again.