

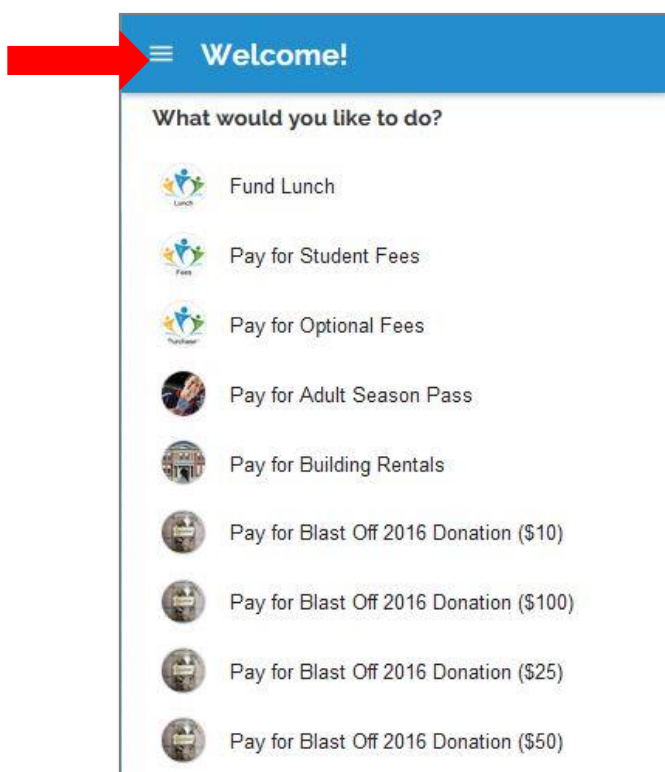


## e~Funds for Schools Mobile Payments Guide

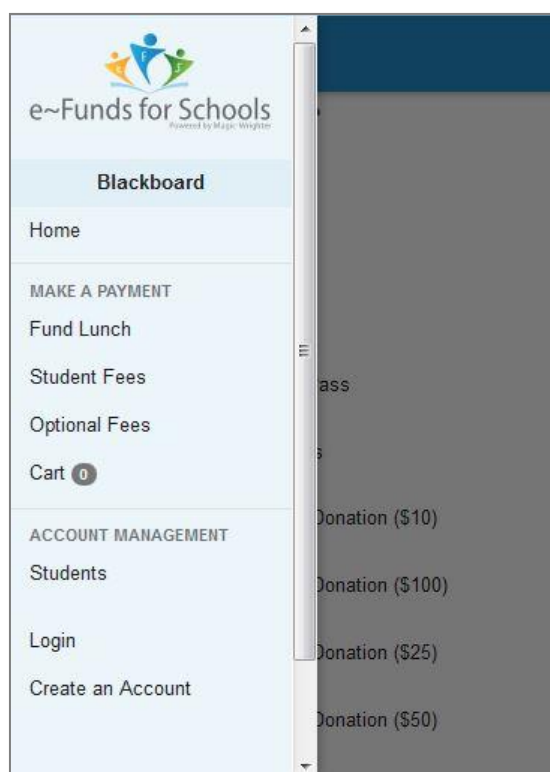
### Mobile Payments Dashboard

You can access the eFunds payment option by visiting the school website at [www.centennialbroncos.org](http://www.centennialbroncos.org), go to MENU --> QUICK LINKS --> eFunds - Online Lunch Payments". You will be directed to the EFS Mobile Payments Dashboard.

To view the Main Menu, select the Menu Icon located in the upper left hand corner of the screen. If you are viewing the EFS Mobile Payments Website on a tablet, the Main Menu will already be visible.



Phone View

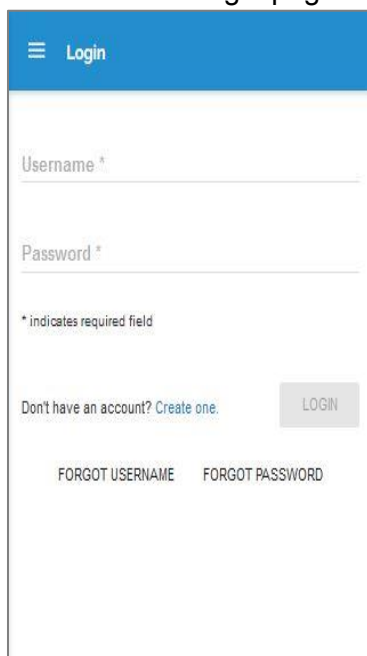


Phone Menu View

## e~Funds for Schools Mobile Payments Guide

### Existing User Login

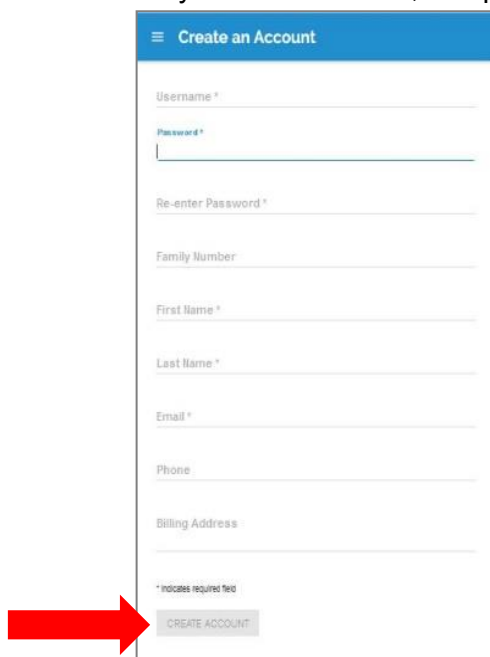
If you are already a registered e~Funds for Schools user, select “Login” located at the bottom of the Main Menu. If you need help retrieving your login information, select “FORGOT USERNAME” or “FORGOT PASSWORD” at the bottom of the login page.



The screenshot shows the 'Login' page with a blue header containing a menu icon and the text 'Login'. Below the header are two input fields: 'Username \*' and 'Password \*'. A note below the fields states '\* indicates required field'. At the bottom left, there is a link: 'Don't have an account? [Create one.](#)'. To the right of this link is a grey 'LOGIN' button. At the very bottom, there are two links: 'FORGOT USERNAME' and 'FORGOT PASSWORD'.

### Create an Account

If you are not a registered e~Funds for Schools user, select “Create an Account” located at the bottom of the Main Menu. To create your EFS account, complete the required information.



The screenshot shows the 'Create an Account' page with a blue header containing a menu icon and the text 'Create an Account'. Below the header are several input fields: 'Username \*', 'Password \*', 'Re-enter Password \*', 'Family Number', 'First Name \*', 'Last Name \*', 'Email \*', 'Phone', and 'Billing Address'. A note below the fields states '\* indicates required field'. At the bottom, there is a grey 'CREATE ACCOUNT' button, which is highlighted by a red arrow pointing to it from the left.

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### Field Definitions

**Username:** The username you will use to log in to the EFS system. There are no specific requirements for your username.

**Password:** The password you will use to log in to the EFS system. Each password must contain at least seven (7) characters with at least one (1) lowercase character, one (1) uppercase character, and one (1) numeric character.

**Family Number:** You can get your family number by calling Marge Rhodes in the district office at 402-534-2291 x3 or by email at [marge.rhodes@centennialbroncos.org](mailto:marge.rhodes@centennialbroncos.org).

**First Name:** The first name of the parent/user that is registering a new account

**Last Name:** The last name of a parent/user that is registering a new account

**Email:** This email address will be used to receive payment notifications and receipts. This is a required field.

**Phone:** The phone number associated to your account. If entered, your billing address will be available for viewing by your school district's staff on the EFS administrative site.

**Billing Address:** The billing address associated to your account. If entered, your billing address will be available for viewing by your school district's staff on the EFS administrative site.

Once all required information is entered, select "Create Account".

## e~Funds for Schools Mobile Payments Guide

### Manage Students

Once you have created an account or simply logged in to the EFS Mobile Payments website, you are able to add your student(s) to your account. This will help you make payments on behalf of your student(s) much quicker in the future.

To add students, select “Students” under the **Account Management** section located on the Main Menu.

If you choose to make a payment prior to adding students to your account, you will be prompted to add students before you can finalize your payment(s).

The screenshot displays the 'Manage Students' interface. At the top, there's a blue header with a hamburger menu icon and the text 'Manage Students'. Below this, the 'Students' section indicates that no students have been added yet and provides a 'CONTINUE ON HOME' button. The 'Add Students' section follows, with instructions to look up students by last name and either student number or family number. It contains two input fields: 'Last Name \*' and 'Student or Family Number \*'. A red arrow points to the 'ADD STUDENT(S)' button at the bottom right of the form.

To add a student, you must enter both the student’s Last Name and Student Number. If your student has already been added to your account, you can locate the Student Number under the “Students” tab on the Main Menu. If you do not know your student’s Student Number, please contact your school district.

You may choose to enter your family number in place of the Student Number. This will link any students associated with the Family Number that has the same last name, to the account.

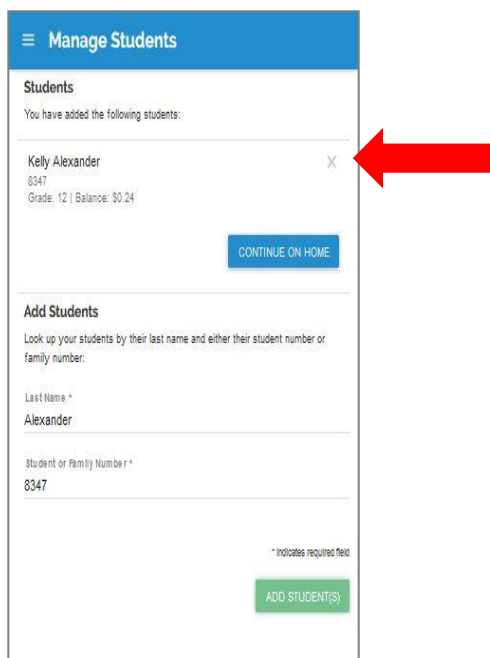
Once you have entered the required information, select “ADD STUDENT(S)” at the bottom of the screen.

## e~Funds for Schools Mobile Payments Guide

### Manage Students

Once your student(s) have been added to your account, their first name, last name, student number, grade and current lunch balance (if applicable) will be available at the top of the screen.

If you wish to remove a student from your account, select the “X” to the right of the student name.



The screenshot shows the 'Manage Students' screen in a mobile app. At the top, there is a blue header with a hamburger menu icon and the text 'Manage Students'. Below the header, the section is titled 'Students' and contains the text 'You have added the following students:'. A list of students is shown, with the first entry being 'Kelly Alexander' with a student number '8347' and 'Grade: 12 | Balance: \$0.24'. To the right of the student name is a small 'X' icon, which is highlighted by a red arrow. Below the list is a blue button labeled 'CONTINUE ON HOME'. The bottom section is titled 'Add Students' and contains the text 'Look up your students by their last name and either their student number or family number:'. There are two input fields: 'Last Name \*' with the value 'Alexander' and 'Student or Family Number \*' with the value '8347'. A small asterisk note indicates that these fields are required. At the bottom right, there is a green button labeled 'ADD STUDENT(S)'.

## e~Funds for Schools Mobile Payments Guide

### Fund Lunch



#### Fund Lunch

To fund your student(s) lunch account, select “Fund Lunch” from the Dashboard or the Main Menu. Once selected, you will be able to view all students linked to your account that have a lunch option available.

If your school district has established a minimum or maximum payment amount, the amounts will be visible at this time. Tap on the word “Amount” to add your desired lunch payment amount.

### Student Fees



#### Pay for Student Fees

To pay for any student fees on behalf of your student(s), select “Pay for Student Fees” from the Dashboard or the Main Menu. Once selected, you will need to choose a student to make a payment on their behalf.

Next, select which student fee you would like to pay for. The student fees that are available for payment depend on the student fees that have been assigned to your student by your school district’s fee management system.

If your school district has established a minimum or maximum payment amount, the amounts will be visible at this time. Tap on the word “Amount” to add your desired student fee payment amount.

### Optional Fees




#### Pay for Optional Fees

To pay for any optional fees on behalf of your student(s), select “Pay for Optional Fees” from the Dashboard or Main Menu. Once selected, you will need to choose a student to make a payment on their behalf.

The items viewed in this category will include optional items that your school district has set up within the EFS system.

If your school district has established a fixed payment amount for an Optional Fee item, the payment amount will be displayed as “School set at: \$00.00,” with a lock icon next to it.

Adult Season Pass	Amount
The season pass purchase will cover one adult for all home and away Basketball and Football events!	School set at : \$150.00 



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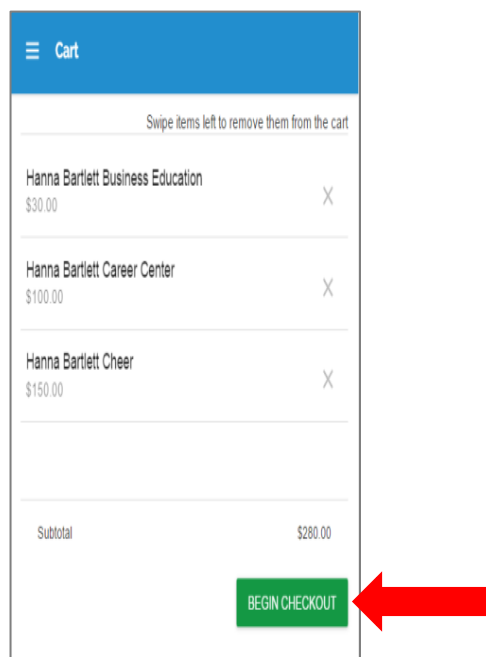
### Cart

After you have added payment items from “Fund Lunch,” “Pay for Student Fees,” and/or “Pay for Optional Fees,” your items will appear in your “Cart.”

To view your cart, select “Cart” located under the **Make a Payment** section on the Main Menu.

If you wish to remove any items from your cart, simply select the “X” next to each item you wish to delete. Once the item has been deleted, your total amount will automatically reflect the change.

When you are ready to complete your transaction, select “BEGIN CHECKOUT” located at the bottom of the page.



### Registered User Checkout

Once you have reached the checkout page, a payment method will need to be entered. You can pay via credit/debit card or by “Direct Debit” from your checking account.

If “New Credit/Debit” is selected, enter all required information, review consent message and select “Add” to save your information. Your credit/debit card information will be stored with your EFS account for future purchases.

If “New Direct Debit” is selected, enter all required information, read fee notice and consent message, then select “Add” to save your information. Your checking account information will be stored with your EFS account for future purchases.



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### Registered User Checkout

Once you have added your preferred payment method, please verify your selections on the “Confirm Payment” page and select “Pay Now” to submit your purchase. A reference number is generated and an email confirmation is sent to the email address on file.

Item	Amount
Hanna Bartlett - Business Education	\$30.00
Hanna Bartlett - Career Center	\$100.00
Hanna Bartlett - Cheer	\$150.00
Subtotal	\$280.00
Convenience Fee	\$1.00
Total	\$281.00

Payment Method: **Direct Debit** (3456)

By clicking "Pay Now", I confirm the above listed payment is correct, agree to the convenience fee, and acknowledge that I have read and agree to the [terms of service](#) and [privacy policy](#).

**PAY NOW**

**Thank You!**

**Your Payment has been Accepted**

Thank you for your payment of **\$281**.

Your payment's reference number is **7435320**

- [Make Another Payment](#)

## e~Funds for Schools Mobile Payments Guide

### Guest Checkout

Public Purchases are available on the Dashboard for a user to select and pay for. It is not required to have an account in order to pay for public items listed by your school district.

Please note: A guest can also make payments on behalf of a student at the district if they have the student's number and last name.

Once a payment has been submitted, you will be provided a reference number and the option to add an email address to receive an email receipt. Once you have entered your email address, select "SEND RECEIPT."

You also have the opportunity to create an account from your confirmation payment page. If you choose to create an account, the purchase that was completed will also be associated to your newly created account.

**Thank You!**

**Your Payment has been Accepted**  
Thank you for your payment of \$7.65.  
Your payment's reference number is 7362365

- Make Another Payment

**Create an account!**  
An account offers the following benefits:

- Faster checkout
- Save your students
- Save your payment information

**CREATE MY ACCOUNT**

**Email Receipt**

Email Address: \_\_\_\_\_

**SEND RECEIPT**

## e~Funds for Schools Mobile Payments Guide

### Customer Service – Contact Us

If, at any time, you have questions regarding the e~Funds for Schools Mobile Payments Website, please select the “Contact Us” option at the bottom of the screen.

The screenshot shows a mobile application interface for a 'Contact Us' form. At the top, there is a blue header with a hamburger menu icon and the text 'Contact Us'. Below the header, the form consists of several text input fields, each with a label and an asterisk indicating a required field: 'Your Name \*', 'Email \*', 'School \*', 'Comments \*', 'Child Name', 'Child Grade', 'District Name', and 'Student or Family Number'. A small asterisk is also visible to the right of the 'School \*' label. Below the last field, there is a note: '\* Indicates required field'. At the bottom of the form is a grey 'SUBMIT' button.