

To: Parents/Guardians

Dear Parents/Guardians,

Franklin Township School maintains a Point of Sale lunch program, known as Pay Schools Central, available for your use! PSC is PCI compliant and maintains industry standard SSL certificates. This ensures all data is safe and secure as defined by the banking industry. As a parent/guardian, you will be able to see your student’s lunch balance information as well be able to use the automatic payment feature to replenish their account.

**How to sign up:** Log on to [www.payschoolscentral.com](http://www.payschoolscentral.com) .

Select the “Sign Up” option from the menu. The screens will guide you through the process to establish your account.

1. You will be prompted to enter your contact data, password, payment information, etc.

**Note:** In order to view your child’s lunch history, you must register for the PSC system including payment information, even if you do not intend to use the electronic payment option. Once all of this information has been entered, PSC will e-mail you a validation code to confirm your registration.

1. Once you receive the validation code via e-mail, you will need to log into the PSC system, enter the validation code, and indicate which student(s) to attach to your account.

After your student’s account has been added, you will be able to view an itemized list of lunch purchasing activity. If you used this service in prior years, your login and student information is still the same.

If you choose to use the electronic payment option, there will be a 4.0% fee for all credit card transactions, and a flat $1.95 fee for all ACH transactions. An ACH transaction is an electronic funds transfer from a checking or savings account. These fees will automatically be collected at the time of the transaction.

If you choose not to use the PSC electronic payment option, you will still be able to send in checks with your child to replenish their account. If payment is sent in for more than one child, please specify how you would like to have the payment applied to their individual accounts.