



Step-by-Step Guide for Parents

Getting started with e~Funds for Schools Mobile Website

If you have any questions, please email brittany.donaldson@lwcharterschools.com.



CREATING A NEW ACCOUNT

1. Scan QR code or visit <https://payments.efundsforschools.com/v3/districts/56910/>
2. On the left-hand menu, click on **Create an Account**
3. Provide requested information
4. Click **Create Account**

ACCOUNT MANAGEMENT – STUDENTS

1. Log into your account
2. Under **Manage Account** on the left-hand menu, select **Manage Students**
3. Enter student Last Name and Student ID # **or** Family Number (Family Number is the primary phone # listed in student contacts)
4. Select **Add Student(s)**
5. Repeat steps 2-4 to add additional students

ACCOUNT MANAGEMENT - PAYMENT INFORMATION

1. Log into your Account
2. Under **Payment Settings**, click on **Payment Methods**
3. Select **New Credit Card** or **New Direct Debit** to add new payment information
4. After entering all required information, read Consent and select **Add** to save information to account

MAKE A PAYMENT

1. After logging in, select 'Pay for Optional fees'
2. Select student.
3. Select the item(s) you wish to pay for
4. Enter amount of payment (if applicable)
5. Select **Add to Cart**.
6. Select **Begin Checkout**.
7. Choose payment method or enter new method
8. Review items and total
9. Select **Pay Now**