



Corrections Parents Can Make on E-Funds for Schools



DELETE A RECURRING PAYMENT

Login to e-Funds for Schools....on the first page (main menu) the parent will see the recurring payments listed that the parent has set up.... to the right of each of these listed payments will be a trashcan symbol to click on.....this is the delete button that will stop the future payments.

TO ADD OR REMOVE STUDENT FROM ACCOUNT:

Login to e-Funds for Schools...select Account Information ... select Student Management on the top right...enter either your Family Number or your Student Number (change drop down box if you use student number)...click on ADD. Your children should now be listed. Select New Payments to make a payment.

TO CHANGE OR MODIFY PAYMENT INFORMATION:

Login to e-Funds for Schools...select Account Information ... pull the screen to the bottom of page... click on Edit Payment Information....select New Account (to modify current account or change to different account) and follow the prompts to the end. Now you can select New Payments on the top of the screen to make a payment.