



# PAYSHOOLS CENTRAL

Lunch Account Management - Setup



4. For a new account you will want to select register. Otherwise enter the email and password that that you created at an earlier date.

Forgotten Password?  
Select Forgot Password to reset your password.

The screenshot shows the PaySchools Central login interface. At the top right, there is a link for [English\(US\)](#). The main content area features the PaySchools Central logo, followed by input fields for 'Email' and 'Password'. A blue circular 'Log in' button is positioned to the right of the password field. Below the input fields, there are links for [Register](#), [Forgot Password](#), [Privacy](#), [Terms](#), and [Help](#). A dark blue callout bubble points to the 'Register' link. Below the login form, there is a section for 'PaySchools Events' with a 'Click here for' link and the text 'Copyright© 2008-2017 by [PaySchools](#) . Version 4.17.19'. At the bottom, there are two app store download buttons: 'GET IT ON Google Play' and 'Download on the App Store'.

## New User Registration

Email Address\*

ex: xya@gmail.com

State\*

-- Choose your State --

First Name\*

First Name

Zip Code\*

Zip Code

Last Name\*

Last Name

Country\*

-- Choose your Country --

Address Line 1\*

Address Line 1

Phone

Phone

Address Line 2

Address Line 2

Mobile

Mobile

City\*

City

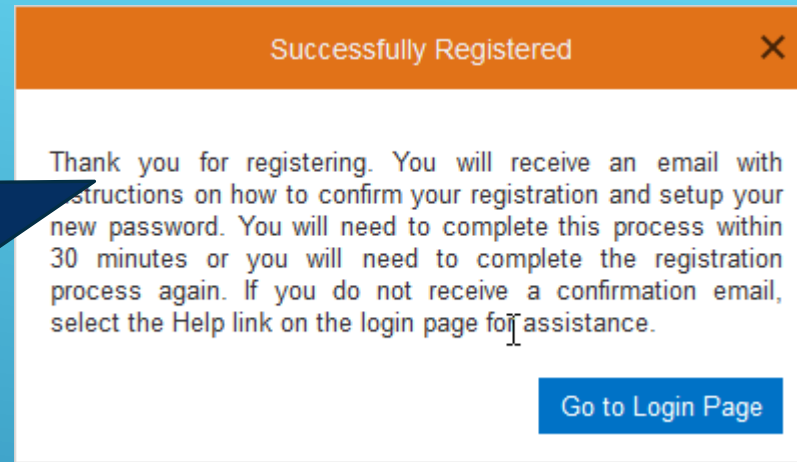
Language Preference

English(US)

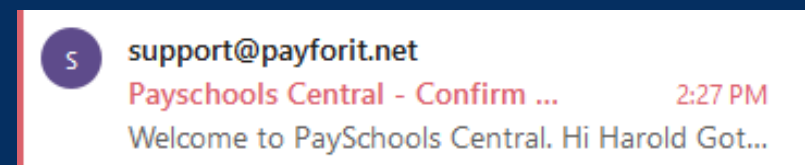
 By clicking this box, I agree to the terms of the [PaySchools User Agreement](#).[Back to Sign In page](#)[Register](#)

5. Complete the form. All asterisked areas need to be completed. The more complete the better.
6. Check the box to agree and select Register.

7. You will receive this message when you have met all of the criteria on the form and have registered your account.
8. You will now need to check your email for a message to complete the process.



Email Message may look like this





## Welcome to PaySchools Central.

Hi Harold Gottke,

To confirm your account and set your password, please follow [this link](#).

This link is active for 30 minutes. If you do not complete your registration during this time period, please return to [www.payschoolscentral.com](http://www.payschoolscentral.com) and use the Forgot password link to request a new link for your account.

PaySchools.com allows you to fund your student's account safely and easily online. For more information about PaySchools.com, please visit [PaySchools.com](http://PaySchools.com). And for further ease of access to your account, be sure to pick up the mobile app for your smartphone or table - you'll find links below.

If you did not mean to create a new account or feel you've received this email in error, [please contact us](#).

Thanks,  
PaySchools.com Administrators

9. Inside the email you will need to select the "this link" to be redirected to the window below

10. Complete the form and make sure to type your password **twice**.

11. Select Confirm



Please enter your email address and password to activate your account.

Password Complexity must meet the following conditions:  
• Must be between 8 and 128 characters  
• Must contain at least 3 of the following  
• Uppercase letter  
• Lowercase letter  
• A digit (0-9)  
• A special character (!, \*, @, \$, etc)  
- Cannot contain more than two of the same character in a row (i.e. aaa, GGG, !!!, 111)

Email

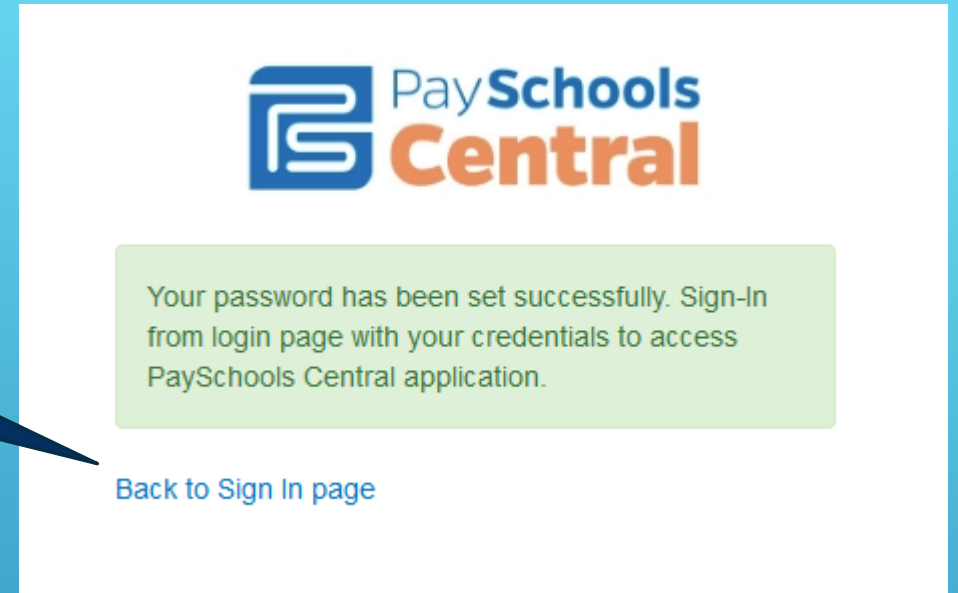
••••••••

Confirm Password

[Back to Sign In page](#)

Confirm

12. You will receive a windows like this when you have successfully set your password. Select “Back to Sign in page”.



13. Enter your email and password that you used to setup your account and select “Log in” to continue



14. Strongly suggested to complete this windows now. This will allow you to reset your password if forgotten.

### Security Questions

If you need to contact our support desk for help at any time, we will use the answers to these security questions to determine who we are talking to. Please select 3 questions that may ask you, and provide the answers you will give us when we ask. All answers must be atleast 4 characters in length.

Security Question 1:

Select Question



Your Answer:

Security Question 2:

Select Question



Your Answer:

Security Question 3:

Select Question



Your Answer:

Submit Later





Submit Now



# ADD FAMILY MEMBERS TO ACCOUNT

15. Select "Click Here" to add family members to your newly created account.



English(US)  \$0.00  Messages  User  Help

Welcome to Payschools Central. To add family members to your account, please [Click Here](#)

Add Student / Patron ✕

State  
Ohio ▼


District  
Antwerp Local Schools ▼

ID ⏶

First Name


Last Name

16. Select State and District from Drop Down Menus
17. Enter your family members lunch code.
18. First and Last Name
19. Select "Register" to continue

 Meals - Harold Gottke

[Want to see what your child is eating?](#) [Manage Auto Replenish](#)

Available Balance	Amount To Add	Add To Cart
	\$ 0.00	

 Fees - Harold Gottke

[Schedule Fees](#) [View Fees History](#)

[ASSIGNED FEES](#) [OPTIONAL FEES](#)

(Search based on Fee Category, Fee Description or Due Date)

\*Fee(s) are grouped based on category and collapsed by default. Click on the ^ icon to view fees under each category.

Fee Category	Fee Description	Due Date	Amount Due	Amount To Pay	Amount In Cart	Fee Rules	Add To Cart
No items to display.							

You have completed setting up your account.