# LEON COUNTY SCHOOLS

# Step-by-Step Guide for Parents

Getting started with e~Funds for Schools

# **EDEP & VPK Programs**



## **CREATING A NEW ACCOUNT**

- 1. Visit https://payments.efundsforschools.com/v3/districts/56428
- 2. Click on Create an Account.
- 3. Provide requested information.
- 4. Click Create Account.



### ACCOUNT MANAGEMENT – STUDENTS

- 1. Log into your account.
- 2. Select Manage Students under Manage Account.
- 3. Enter student Last Name and Family or Student ID#.
- 4. Select Add Student(s).
- 5. Repeat steps 2-4 to add additional students.





### **ACCOUNT MANAGEMENT - PAYMENT INFORMATION**

- 1. Log into your Account
- 2. Select Payment Methods under Payment Settings.
- 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.

### <u> \* MAKE A PAYMENT</u>

- 1. Select type of payment you would like to make.
- 2. Select student.
- **3.** Enter amount of payment.
- 4. Select Begin Checkout.
- 5. Choose payment method or enter new method.
- **6.** Review items and total.
- 7. Select Pay Now.



**★** There is a \$1.00 transaction convenience fee for each checking account transaction, regardless of amount and \$2.65 per \$100.00 payment increments for each credit or debit card transaction. When you set up your account, please review your options carefully.