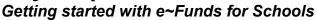
Step-by-Step Guide for Parents





LEON COUNTY SCHOOLS

DeSoto Trail Elementary EDEP



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.

MAKE A PAYMENT

- 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.

