



PaySchools Central

CHECK OUT OUR NEW FEATURES

Dear Parent,

We are excited to announce that we now offer a new online payment system called PaySchools Central. PaySchools Central provides all parents in our district with an easy way to pay for nearly every school expense: student fees, lunch accounts, childcare, and optional fees such as field trips and prom tickets, all in one place. This can all be done in convenience of your own home through an easy-to-use online portal:

www.payschoolscentral.com.

or while on the go with a convenient mobile app, available for download here:



The PaySchools Central parent portal is easily accessible and is available on the home page of our website. Simply visit www.payschoolscentral.com and click on the PaySchools Central button to visit the portal, where you can create your account.

Creating a PaySchools Central account is easy, quick and free! Simply add your child to the system using their student ID number and some other basic information. Next, the system will take you through a step-by-step registration process. Once your account is created, you will find a variety of features that will make the management of your student's fees easier.

Lunch transactions will incur the following fees:

The ACH fee per transaction when using an electronic check is: \$1.95

When using a debit or credit card for a transaction less than \$50 the fee is: \$1.95

For debit or credit transactions more than \$50, the fee is: 4%

Chromebook insurance transactions will not incur any fees.

We are pleased to offer our parents a streamlined online payment system that will provide you with a faster, easier, and more convenient option for paying school fees for your entire family. For further questions regarding PaySchools Central, contact: 1-877-393-6628



PaySchools Central

Setting Up Your Account

West Springfield Public Schools

We have implemented PaySchools Central, an online payment platform, to help make managing lunch and fee payments easier for our students' parents. The portal is easy to set up and use, both online and via the mobile app. To get started, follow the instructions below.

If you need help along the way, please contact us: **Phone: 1-877-393-6628** **Email: psc_help@payschools.com**

1. Visit our portal using your Internet browser.
www.payschoolscentral.com
2. Select the "Register" option from the menu. The portal will guide you through the steps you need to follow to establish your account and set up your students.
3. You will be prompted to enter your contact data and a payment method to activate your account.
4. Once all information is entered, you will receive an email from PaySchools Central with a link to confirm the registration and create your password. Once your password is saved, you can log in and begin using PaySchools Central as often as you'd like.
5. The first time you log in, you will need to indicate which student(s) to attach to your account using the Add/View student tab. Students are already loaded in the PaySchools Central system. PaySchools Central utilizes the same student ID number used for your lunch purchases. If you are unsure of your student's ID number, please contact the school.
6. For school lunch, the ACH fee per transaction when using an electronic check is: \$1.95
The internet convenience fee per transaction when using credit or debit card is: 4%
For Chromebook insurance payments, there are no fees.

NOTE: To pay the Chromebook Insurance Fee, the fee will appear in [payschoolscentral](http://payschoolscentral.com) within the Fee section under the "Optional" tab. You will need to select "Optional" to see the fee and add it to your cart.

Need help? Contact us to learn more.

Email: psc_help@payschools.com

Phone: 1-877-393-6628