



Keeping Up With Your PaySchools Central Account

There are simple and easy solutions to give you control over your child's meal account purchases and to keep your account replenished automatically in order to avoid weekly reminder emails and telephone calls that you owe money.

How to Set up Automatic Debits (Auto Replenishment)

You can set up auto replenishment for any student linked to your account.

1. From the Dashboard screen, open the Menu and click the "Auto Replenishment" option.
2. Prior to setting up Auto Replenishment, you must have at least one payment method added to your account. If you have not yet added a payment method, open the Menu and click the "Payment Methods" option. Click "Add Payment Method" to add either an ACH (checking) account or a credit card. Auto Replenishment will link to whichever payment method you set as your default.
3. Return to the Auto Replenishment screen and establish the trigger balance amount, the amount you would like to add to the account, and when you would like Auto Replenishment to stop (the expiration date).
4. Click "Save," read the terms and conditions, acknowledge the terms and conditions by putting a check mark in the box, and click "Save" again. You will be notified when the payment processes or alerted if there are any difficulties with completing any payments.

How to Set Up Email Notifications

There are several email notifications you can opt to receive. After signing into PaySchools Central, open the Menu and select the "Notifications" option. You can turn notifications on or off as well as setup limits and or dates to receive notices. Click "Update" to save your preferences.

On behalf of PaySchools Central, and the District Food Services Department, we appreciate your cooperation with keeping your child's meal account in good standing!