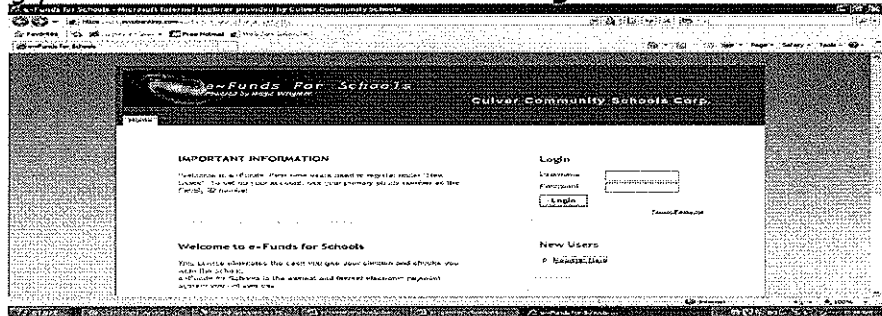


e~Funds for Schools – Make Payments and Manage Your Account

Go to the e~Funds tab on the school web site.

From the **Home** page

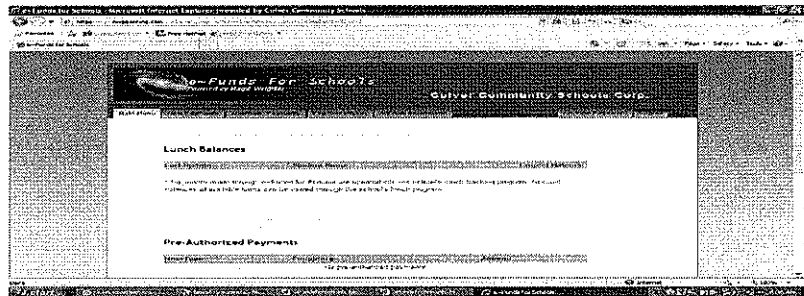
- You can view the **Message to Parents**.
- You can log in by entering your Username and Password. Click **Login**.



Main Menu

In the **Main Menu**

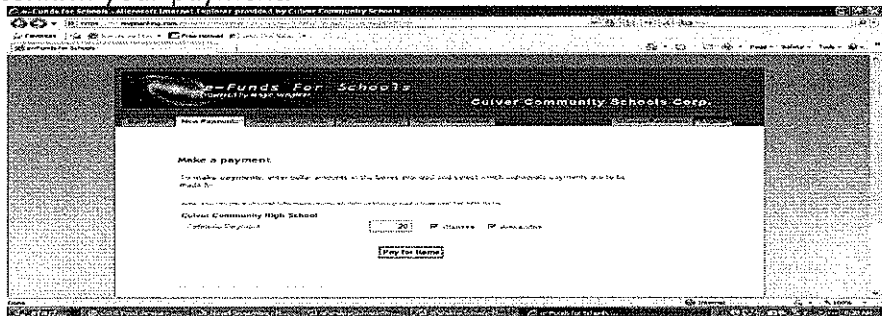
- You can view any **Recurring Payments** you currently have set up.
- You can view **Pending Payments**.
- You can select one of the tabs across the top of the page:
 - **New Payments**
 - **Automatic Payments**
 - **Payment History**
 - **Account Information**
 - **Change Password**
 - **Logout**



New Payments tab

Use this tab to make payments.

- Enter the amount you wish to pay to the right of each item.
 - Select the child/children whose account you would like for the money to go into.
- In the sample to the right, both Mary and John will have \$20.00 added to their cafeteria accounts. In addition, Mary will have \$87.50 applied to her textbook account.
- Click **Pay for Items** to confirm your payment.



e~Funds for Schools – Make Payments and Manage Your Account

New Payments

If you wish to make payments of different amounts for each child:

- Go to Automatic Payments
- Click on Recurring Payments
- Follow the prompts, enter 1 in "number of time to make payment"
- The system will treat this as a single payment
- Enter the amounts for each child and follow the prompts.

Confirm your choices.

Payment Item	Amount	Amount
Cafeteria Payment	\$20.00	\$20.00
Cafeteria Payment	\$20.00	\$20.00
Commission Fee	\$1.00	\$1.00
Total Amount		\$41.00

To process your transaction

- Select **I Accept** and **Submit**.

To cancel your transaction

- Select **I Decline** and **Submit**.

To go back to the previous screen to make changes to your payment

- Select the **Back** button at the bottom of the screen.

Automatic Payments tab

Starting Date: 2/10/02
Frequency: Monthly
of Payments: 10

Cafeteria Payment
 Commission Fee

Continue

Use this tab to set up recurring payments (i.e. to put \$10.00 into your child's cafeteria account each month).

- Select the **Starting Date** of your recurring payments.
- In the **Frequency**, select Weekly, Bi-Weekly, or Monthly.
- In the **# of Payments** area, enter the number of total payments you wish to make (i.e. 5, 10)
- Select **Continue** to complete the recurring payment setup.

Note: If you leave the # of Payments area blank, your payments will be processed until you delete or edit the recurring payment. Once you have set up recurring payments, you can edit or delete them by going to **Recurring Payments** on the **Main Menu** tab.

e~Funds for Schools – Make Payments and Manage Your Account

Payment History tab

Use this tab to see a history of payments you have made.

The default is **Last 30 days**, but you can change to view **Current Year** or **Previous Year** payment history.

Payment History			
You can click a line item to see additional information about your payment			
			View payments for: Last 30 days ▾
Date	Payment Type	Amount	Status
No previous payments			

Account Information tab

Use this tab to do one of the following:

- Edit your personal information.
- Edit your payment information.
- Add/Remove students linked to your account.

Change Password tab

Use this tab to change your password.

Logout

Select the **Logout** tab when you are finished using *e~Funds for Schools*. This will end your session and take you back to the main page where you can log in again if necessary.

To Delete a Recurring Payment

1. Go to the **Main Menu** tab.
2. In the **Recurring Payments** section you will see your current recurring payments.
3. Find the recurring payment you want to delete and click the trash-can to the right of the payment to delete it.

To Change Personal Information on Your Account

1. Go to the **Account Information** tab.
2. Make changes to your personal information and click **Update**.

To Add Student(s) to Your Account

3. Go to the **Account Information** tab.
4. Select **Student Management** (on the top right).
5. Use the **Add a Student** section to find the student(s) by Family Number or Student Number.

To Remove Student(s) from Your Account

1. Go to the **Account Information** tab.
2. Select **Student Management** (on the top right).
3. In the **Students Linked to this Account** section, select the student(s) you want to remove. Click **Remove**.

e~Funds for Schools – Make Payments and Manage Your Account

To Change or Modify Payment Information

1. Go to the **Account Information** tab.
2. Click on **Edit Payment Information** (at the bottom of the page).
3. Select **New Account** and follow prompts to complete payment information.
4. When complete, you can select the **New Payments** tab at the top to make a payment.
Note: *e~Funds for Schools* can store the following information: one checking account and one credit card account.

To View Your Child(s) Cafeteria Balance and Cafeteria Purchases

1. Continue to use *Harmony* to view this information.
2. Go to www.culver.k12.in.us.
3. Select your child's building from the list, and select the Harmony tab.
4. Enter your **Username** and **Password**. This information is emailed to parents at the start of each school year. It is not the same Username and Password you use to log on to *e~Funds for Schools*.
5. Click **Login**.

To Make Cafeteria Payments for Same-Day Purchases

- If using *e~Funds for Schools* to make a cafeteria payment, you must make the payment by 8:30 a.m. to guarantee that the funds will be entered into your child's account by lunch.
- You can also send a check or cash with your child.

To Retrieve Your Password

1. If you have forgotten your password, go to *e~Funds* tab on the school web site.
2. Click on **Forgot Password** in the Login section.
3. Enter your **User Name** and **E-Mail Address**.
4. Click **Send Request**.
5. Your password will be sent to your email account.

To Retrieve Your Username

1. If you have forgotten your Username, you must call the school that your child attends for assistance. School personnel will be able to look up your Username. The school does **NOT** have access to your password.
2. Once you have your Username, go to the *e~Funds* tab on the school web site.
3. Click on **Forgot Password** in the Login section.
4. Enter your **User Name** and **E-Mail Address**.
5. Click **Send Request**.
6. Your password will be sent to your email account.