



The Easiest and Safest Way to Pay for School-Related Fees

REGISTRATION

IS FREE & EASY!

1

Go to schoolpay.com
or download the
SchoolPay Payment
Center app.

2

Find or Create your
account.

3

Login or open your app
and pay electronically
with your credit/debit
card or electronic
check.



View every payment item
relevant to all of your children



Monitor purchases and replenish
account balances.



Make payments anywhere, at
anytime, and on any device



View every payment with
detailed reporting tools



833-731-2600



support@schoolpay.com



Create an Account

[Register](#) for a free SchoolPay Payment Center account:

Step 1 (guardian information): Enter your information including email address, name, address, and phone number.

Step 2 (child/children information): Enter the district name, school name the student's first name or ID number, and last name. Repeat step two for each additional child in your household.

Step 3 (confirm and log in): An email containing a randomly-assigned password will be sent to your email. If you do not see it, check your spam filter. Key in the password from the email into the final page of your registration. If you still don't see the email, click the Open Lock icon, and follow reset instructions.

Add/Edit Children

To add a child to your account, click your first initial on the top right corner of the screen, and select Profile Mgmt. Then select the Student Management tab from the options on the left. Finally, select "Add Child" from the form (if you already have children associated with your account Add Child will appear beneath your last entry). To add a child:

1. Enter the child's district name.
2. Enter the child's school name.
3. Enter your child's first name or student ID number (Some districts require the student ID number)
4. Enter your student's last name.
5. If your school does not keep a student list on file with SchoolPay we will also ask you for your student's grade
6. Repeat for each additional child.

For additional support, please visit <https://www.schoolpay.com/login/fag> or contact School Pay at support@schoolpay.com.



SchoolPay provides you the tools to make managing food service payments easy. You can manage them from anywhere at anytime on any device.



Add funds for any number of students, all in one location.



Manage low balance notifications and automatic payment settings.



Receive quick in-person support in both English and Spanish.

www.schoolpay.com