



Information Technology Department

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Technology Care Plan Payment Utilizing PaySchools Central

Sign in at www.payschoolscentral.com (information on account creation is attached).

After signing in, click on *All Fees*, change to *Optional Fees*, and click *Fees* as shown in the orange box below.

Add the appropriate Technology Care Plan to the cart. If you have multiple students, please add each to cart before making final payment.

Fees

All Fees
Optional Fees

Search

Fee Name	End Date	Amount Due	Action
Gr. 3 - 12 - Technology Care Plan - Laptop	10/02/20	\$50.00	
Fee Type			Optional Fee
Gr. PreK-2 - Technology Care Plan - iPad	10/02/20	\$20.00	
Fee Type			Optional Fee

After clicking on each cart, a blue box will appear confirming what was selected. Please click on the Orange "Add to Cart" button.

Once completed and ready for checkout, click on the shopping cart in the upper right corner of site, and enter your payment information to complete the transaction.



PaySchools Central

Setting Up Your Account

We have implemented PaySchools Central, an online payment platform, to help make managing lunch 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/district registrar.
6. The ACH fee per transaction when using an electronic check is:
When using a debit or credit card for a lunch transaction less than \$50 the fee is:
The internet convenience fee per transaction when using credit or debit card is:

Need help? Contact us to learn more.

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