

E-Funds Instructions

How to set up your new E-Funds Account

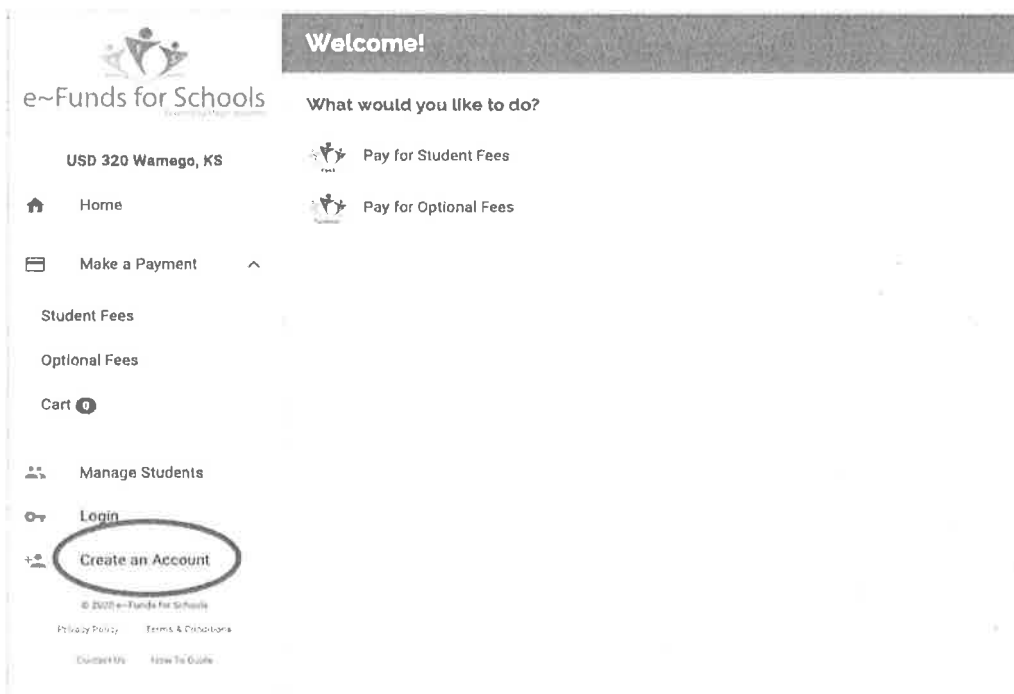
USD 320 is using a program called E-Funds to pay student fees during the enrollment process this year. Each family will be required to set up an account with E-Funds in order to pay their student's school fees. All students in your family may be included in the same account. To add your student(s) during the set-up process, you will need to enter their last name and student id. Your student's 5-digit ID was provided in a separate email message.

If you are unsure of your student's 5-digit ID or did not receive an email, please contact your child's school office, the USD 320 District Office, or email to: allenbranda@usd320.com.

Here is the link to the E-Funds Site:

<https://payments.efundsforschools.com/v3/districts/56441/>

The Welcome screen appears. Click Create an Account.



Choose your own username and password. Then fill in your contact information. Write down this information, as you will need it to log in later.

When completed, click Create Account.

After you have completed your student(s) registration, you will be directed to the E-Funds site to pay the student(s) fees.

Create an Account

Username *

Password *

Confirm Password *

First Name *

Last Name *

Email *

Phone

Billing Address *

Create an Account

USD 320 Wamego, KS

Home

Make a Payment

Student Fees

Optional Fees

Cart 0

Manage Students

Login

Create an Account

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Contact Us How To Guide

When you see the Welcome screen, select Pay for Student Fees.

Welcome!

What would you like to do?

Pay for Student Fees

Pay for Optional Fees

USD 320 Wamego, KS

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Optional Fees

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Select Login

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Lookup Student(s)

We need to know which student(s) you would like to pay for.

Continue as Guest
Make a one time payment, we will not remember your information.

Login
Login to retrieve my information.

Create an account
Create an account to remember my information.

Fill in your username and password that you created earlier. Then select, Login.

USD 320 Wamego, KS

Home

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Student Fees

Optional Fees

Cart 0

Manage Students

Login

Create an Account

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Login

Username *

Password *

* indicates required field

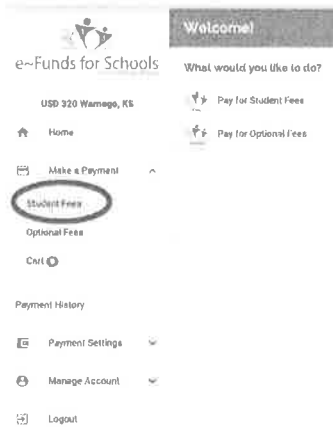
Don't have an account? Create one.

FORGOT USERNAME FORGOT PASSWORD

LOGIN

You will be directed back to the Welcome screen. You may choose to pay for student fees and/or optional fees. The student fees are required for enrollment for every student, for example, Instructional Materials and Technology. The optional fees are those extra fees that are unique to your student, for example, semester snack milk for elementary students, or sports and course fees for middle and high school students.

When you select Student Fees, your list of student(s) will appear. Click on a student's name and the required student fees will be listed.



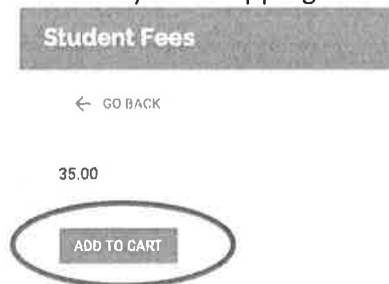
Instructional Materials

Amount Due: \$35.00

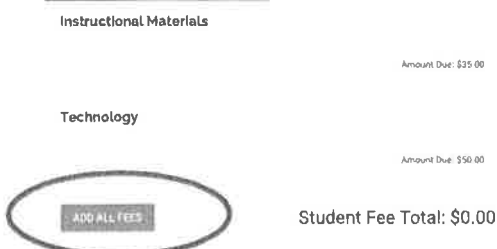
Technology Fee

Amount Due: \$30.00

After you select an amount due, you will be direct to the next screen. Click Add to Cart. The fee will be added to your shopping cart.

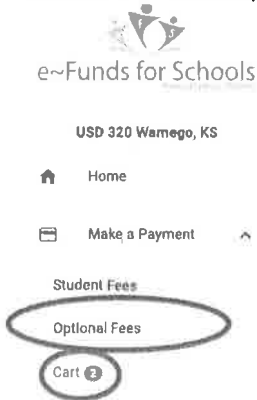


Or you may choose to add fees, by selecting the Add All Fees button. This will add both the required fees to your shopping cart for this student only. You may return to your student's list by clicking on the green text Back To Students.



Your student list will appear again. If you have more than one student, then you may select the next student and add their Student Fees to your shopping cart.

After the Student Fees are added, you may choose Optional Fees. (Notice the cart shows 2 items listed. These are the required student fees that were added to the cart.)



Your student list will appear. Click on the blue arrow next to the name of one of your students.

>

This is an example of some of the fees that will be listed for a Wamego High School Student.

Wamego High School	
Dues - Freshmen Class <small>Freshmen Class Dues (Student)</small>	Default: \$10.00
Dues - Junior Class <small>Junior Class Dues (Student)</small>	Default: \$10.00
Dues - Senior Class <small>Senior Class Dues (Student)</small>	Default: \$10.00
Dues - Sophomore Class <small>Sophomore Class Dues (Student)</small>	Default: \$10.00
WHS Ag Welding Class (year) <small>WHS Ag Welding Class</small>	Default: \$20.00
WHS Culinary Arts I (year) <small>Culinary Arts I (Year)</small>	Default: \$45.00
WHS Culinary Arts II (sem) <small>Culinary Arts II (Semester)</small>	Default: \$35.00
WHS Culinary Essentials (sem) <small>Culinary Essentials (Semester)</small>	Default: \$35.00
WHS Drawing & Painting (sem) <small>Drawing and Painting (Semester)</small>	

To select a fee, click on the word Default and the amount.

Default: \$10.00

This example shows Freshmen Class Dues. At this point, you may select Add to Cart to add the item to your shopping cart.

Dues - Freshmen Class

Freshmen Class Dues | Student

10.00

Default: \$10.00



After you add the item to your cart, you will be directed back to the list of optional fees for this student. The list shows which fee(s) has already been added. You are ready to select another fee, if needed.

Wamego High School

Dues - Freshmen Class **Added**

Freshmen Class Dues | Student

\$10.00

Default: \$10.00

Dues - Junior Class **Added**

Junior Class Dues | Student

\$10.00

Default: \$10.00

Dues - Senior Class

Senior Class Dues | Student

Default: \$10.00

Dues - Sophomore Class

Sophomore Class Dues | Student

Default: \$10.00

WHS Ag Welding Class (year)

Ag Welding Class

Default: \$20.00

WHS Culinary Arts I (year)

Culinary Arts I | Course

Default: \$45.00

WHS Culinary Arts II (sem)

Culinary Arts II | Course

Default: \$35.00

When you are finished selecting fees for this student, click [Back to Students](#), (located under your student's name at the top of the screen) to return to your student list to select fees for the next student.

→ [BACK TO STUDENTS](#)

The next student selected is an example of a West Elementary Student. For this example, we chose West Snack Milk, S1. Click on the word Default and the amount.

West Elementary School

Recorder, 3rd Gr & New Student

Recorder - (selects you already own one) | Student

Default: \$6.00

West Snack Milk, S1

Snack Milk - S1 - Option | Student

Default: \$30.80

West Snack Milk, S2

Snack Milk - S2 - Option | Student

Default: \$35.60

Fee Total: \$0.00

Click on Add to Cart.

West Snack Milk, S1

Snack Milk - S1 - Option | Student

30.80

Default \$30.80

ADD TO CART

Your shopping cart will show the name of your student, the name of the fee, and the amount. If you decide to delete an item from your shopping cart, click the X along the right-hand side.

When you are ready to make your payment, click [Begin Checkout](#), located under the sub-total for your student(s).

Subtotal

\$105.00

BEGIN CHECKOUT

You will be directed to choose your payment method. Click the Blue arrow at the right. Debit and Credit cards are accepted as option 1, or a Direct Debit (E Check) is option 2.

Select Payment Method

Choose a payment method.

New Credit / Debit Card

>

New Direct Debit

>

For Debit/Credit card payments, you will be asked to fill in your card information, then click [Add Credit/Debit Card](#).

New Credit / Debit Card

Cardholder Name

Card Number

Expiration Date (MM/YY)

The payment service only accepts Visa, Mastercard, and Discover cards.

Indicates required field

ADD CREDIT / DEBIT CARD

Consent

By clicking add, I confirm that the above listed information is correct and I have authorization to make charges to this account.

For Direct Debit, you will be asked to fill in your bank account information and then click [Add](#).

Add New Direct Debit

Account Number *

Routing Number *

Account Name *

* Indicates required field

Fee Notice

If any e-Funds for Schools payment that is authorized from your checking account is returned for Non Sufficient Funds "NSF", the e-Funds for Schools service provider will charge your account a \$15.00 NSF Fee. Payments that are returned as NSF may be retried up to an additional 1 time(s).

Consent

By clicking "Add", I confirm that the above listed information is correct, and to pay the associated fee(s) assessed and collected by the third party payment processor on each payment made with this payment method.

NAME	0123
ADDRESS	
CITY, STATE ZIP	0123456789
DATE	
PAY TO THE ORDER OF	\$
BANK NAME	XXXXXX
ADDRESS	
CITY, STATE ZIP	
ICR#	
01 234 56789 01 234 56789 01 234	
Routing Number	Account Number

A deposit ticket is not to be used to enter the routing number. The routing number on a deposit ticket can be different than an actual check. Please enter the routing number from an actual check to ensure the payment will process correctly.

ADD


After your payment information is added, you will receive a summary of your charges, including the method of payment, the names of your student(s), which fees and amounts are being applied to each student(s), and the total you are being charged today. For credit/debit cards you may be asked for your CVV code to continue. Add that code, check the box "I'm not a robot" and then click "Pay Now."

Total for Today \$95.00

Please enter your CVV code to continue:

CVV#

By clicking "Pay Now", I confirm the above listed payment is correct and acknowledge that I have read and agree to the terms of service and privacy policy.

I'm not a robot 

PAY NOW