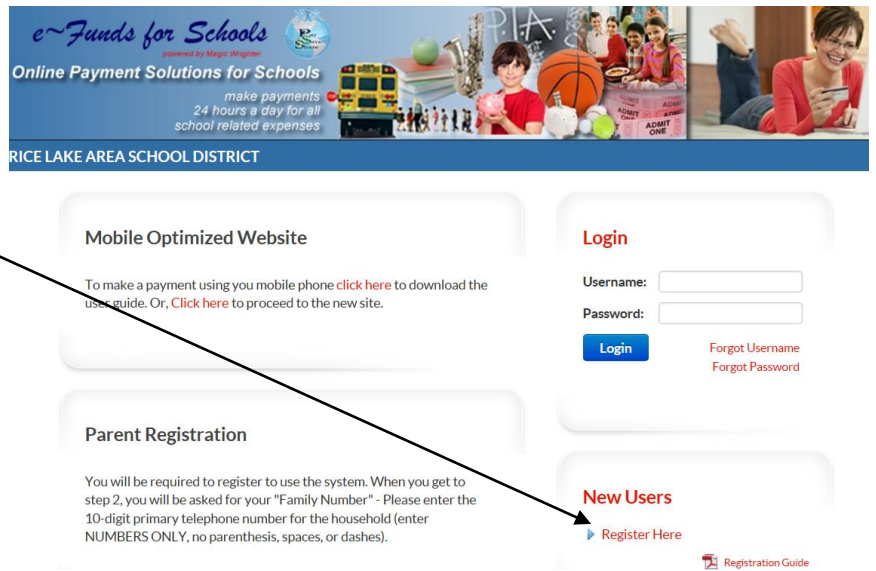


# Setting Up Your E~Funds Account

(Updated 5/5/2017)

1. Go to the [E-Funds Website](#)
2. Register Here as a new user



3. Enter Account Information

Be sure to enter one or more **email addresses** in order to get confirmation.

## Account Information

Create New User Name:

Password:

Retype Password:

First Name:

Last Name:

Primary Email:

Alternate Email:

Phone Number:

Please note: fields in bold are required.

|                              |                                                    |
|------------------------------|----------------------------------------------------|
| <b>johnqpublic</b>           | <input type="text" value="johnqpublic"/>           |
| .....                        | <input type="password"/>                           |
| .....                        | <input type="password"/>                           |
| <b>John</b>                  | <input type="text" value="John"/>                  |
| <b>Public</b>                | <input type="text" value="Public"/>                |
| <b>johnqpublic@gmail.com</b> | <input type="text" value="johnqpublic@gmail.com"/> |
|                              | <input type="text"/>                               |
| <b>7152341111</b>            | <input type="text" value="7152341111"/>            |

4. Check this box if you will be donating to the Community Campus. Otherwise, "Continue"

## Student Information

Use the field below to add students

Add a Student

|               |                      |                                    |
|---------------|----------------------|------------------------------------|
| Family Number | <input type="text"/> | <input type="button" value="Add"/> |
|---------------|----------------------|------------------------------------|

Choose "Family Number" or "Student Number" then enter the appropriate number in the box and click Add to link students to your account.  
If you do not remember your student number or family number, please contact your school district's office directly.

Check here if making payment(s) for yourself.

5. Terms of Service

Confirm

I have read and agree to the [Terms of Service](#) and have read and understand the e-Funds For Schools [Privacy Policy](#).

Continue

6. Go to Login

Registration Complete

You have successfully completed the setup process. Please return to the login screen to access your e-Funds For Schools account.

Go to Login

7. Login

Mobile Optimized Website

To make a payment using you mobile phone [click here](#) to download the user guide. Or, [Click here](#) to proceed to the new site.

Login

Username: johnqpublic

Password: ●●●●●●●●●●

Login

[Forgot Username](#)  
[Forgot Password](#)

Parent Registration

8. Enter Payment Information

- Account Information
- Edit Payment Information

Menu | New Payments | Payment History | Account Information

Account Settings | [Student Management](#)

Personal Information

User Name: johnqpublic  
First Name: John  
Last Name: Public  
Primary Email: johnqpublic@gmail.com  
Alternate Email:  
Phone Number: 7152341111

Update

Payment Information

No payment information available

Edit Payment Information

- Payment Options

1. **Checking Account:** Each transaction will include a \$1.00 convenience fee

These are E-Funds fees and are not associated with the Rice Lake Area School District.

- Enter the requested data

Enter New Account Information

Routing Number:   
Account Number:   
Retype Account Number:

- Continue with the remainder of the setup for your checking account

NAME \_\_\_\_\_ 0123  
ADDRESS \_\_\_\_\_  
CITY, STATE ZIP \_\_\_\_\_ 01-23456789

DATE \_\_\_\_\_

PAID TO THE ORDER OF \_\_\_\_\_ \$   
\_\_\_\_\_ DOLLARS

BANK NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE ZIP \_\_\_\_\_

FOR \_\_\_\_\_

01 234 56789 01 234 56789 01 234 56789 01 234 56789

Routing Number Account Number

2. **Credit Card:** E-Funds fees are \$2.49 up to \$100 of payments. Additional \$2.49 for each additional \$100 payment range.

These are E-Funds fees and are not associated with the Rice Lake Area School District.

Enter New Account Information

**Please note: Only Visa, Mastercard and Discover cards are accepted by the payment service.**

Registration for payment by credit card must be authorized through touch-tone telephone. The registration by phone process is used for added security and the safe guarding of your credit card information. For your protection no credit card payment is processed via this Internet web site.

Do not continue or close your web browser until you have called the following toll-free number: (800) 438-9926.

When you call the toll free 800 number the voice will ask you for an ACCESS CODE. Please enter the following number including the # sign: 8168202#.

You will also be prompted to enter a password. Please use the following one-time use password: 6600#

The automated voice system will prompt you through a few questions and will provide you with a Registration confirmation code.

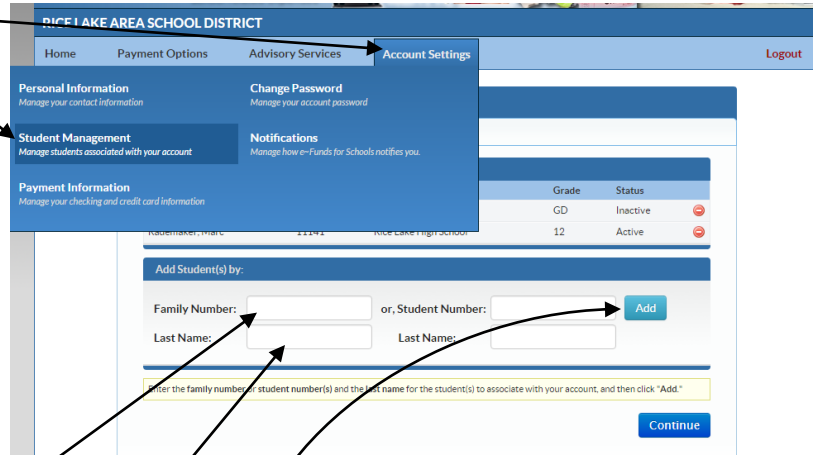
Enter your REGISTRATION CONFIRMATION code here:

DO NOT continue or close your browser until you have entered the Registration Confirmation code in the box above, provided by the touch tone registration system.

3. Add students to your account (Students who you will make online payments for)

a. Account Settings

b. Student Management

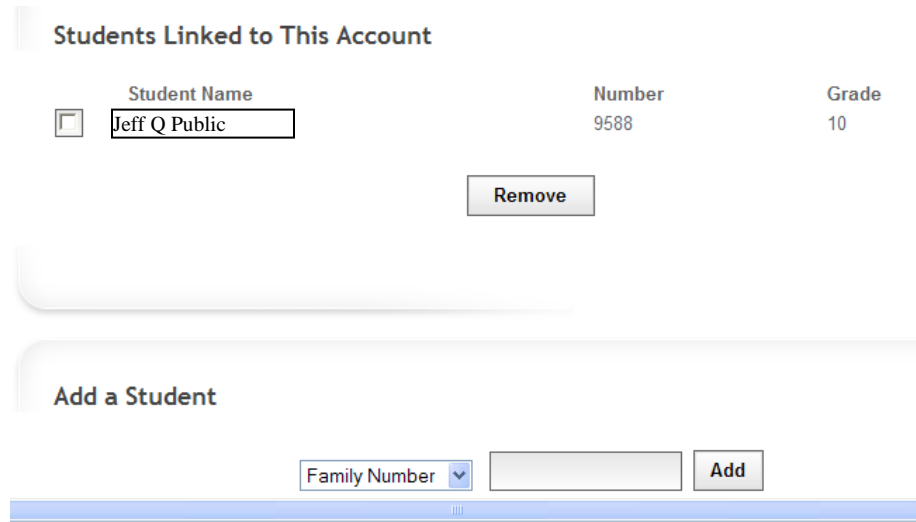


c. Enter the family's **10-digit Primary Phone Number**. Enter **NUMBERS ONLY**, no parenthesis, spaces, or dashes.

d. Enter the Last Name of the Student

e. Choose "Add"

f. The next screen will show you the student(s) linked to that telephone number



g. Your account is now set up and ready to use.