

Setting Up Your E-Funds Account

(Updated 6/14/2018)

1. Go to the [E-Funds Website](#) (use a computer or mobile device)
2. Create an Account (1st time only – Otherwise “Login”)

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What would you like to do?
Fund Lunch
Pay for Student Fees

Username *
johnpublic

Password *

Re-enter Password *

Family Number
7152341111

* indicates required field

CREATE ACCOUNT

First Name *
John

Last Name *
Public

Email *
johnqpublic@gmail.com

Phone
715) 234-1111

Billing Address

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

3. Select a Payment Method

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Payment Information

Add or remove payment methods.
Clicking a payment method will set it as your preferred payment method.

No registered payment methods.
Please register a payment method.

NEW CREDIT CARD NEW DIRECT DEBIT

- Payment Options

1. Checking Account (Direct Debit) 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.

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

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

- Choose “**Manage Students**” from the left side menu
- Enter the Last Name of the Student

Add Students

Look up your students by their last name and either their student number or family number.

Last Name *

Student or Family Number *

* indicates required field

ADD STUDENT(S)

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

5. Your account is now set up and ready to use (make payments)