

Dear Parent/Guardian,


The Keokuk Community School District now has a new payment provider, *e~Funds for Schools*, to process paying fees and lunch balances online using your checking account or credit card.

To set up your *e~Funds for Schools* account you will need the students' Student Number for each student. It can be found in the PowerSchool Public Portal at the top of the E-Registration pages after the student's name in parentheses. If you run into difficulty, please contact your child's school for assistance.

NOTE: Anyone can pay for your students' PowerSchool fees using the student's Student Number on the *e~Funds for Schools* website. No confidential or academic information is accessible.

### Steps To Pay Fees Online While Registering Online

Complete the registration for all students using E-Registration.

1. From the left navigation menu, scroll down and click on the  **e~Funds for Schools** icon, a new browser window will open loading the *e~Funds for Schools* website.

### To Sign Up As A New User

1. Click the **Register Here** link on the right center part of the screen under **New Users** heading.
2. Under **Sign Up** enter in your username, password (must be at least 7 characters long with at least one uppercase letter, lowercase letter, and number), name, email address, and phone number.
3. Read Terms of Service and Privacy Policy.
4. Click the **Sign Up!** Button.

The Guided Account Set Up will walk you through finishing setting up your account.

5. For each student, enter in their Student Number in the **Student Number** field, click **Add**. Repeat as needed.
6. Click the **Continue to Account Overview** button.
7. The main menu displays. Your new user account is now ready.

### Add A Payment Method

1. From the main menu, click the **Payment Information** link under Account Settings on the lower left side of the screen.
2. Add a new Checking account or Credit Card. After completing, click the **Save** button. Click **Home**.

### Make A Payment

1. From the main menu, click the **Make a Payment** link under Payment Options on the upper left side of the screen.

The tabs across the top of the screen will show each student linked to your account and a **General Items** tab for non-student items.

2. Add all the desired payments by clicking the **Add** button. Check all tabs for possible payment items.

The shopping cart will build on the bottom of the screen.

3. Confirm your choices in the shopping cart, click **Continue**.

4. Verify for a final time all your payment choices, click **Submit**.

5. The Receipt screen is displayed. We recommend that you print and save your receipt for future reference.

**NOTE:** Please refer to the Customer Service link at the bottom of all pages with any questions or concerns.