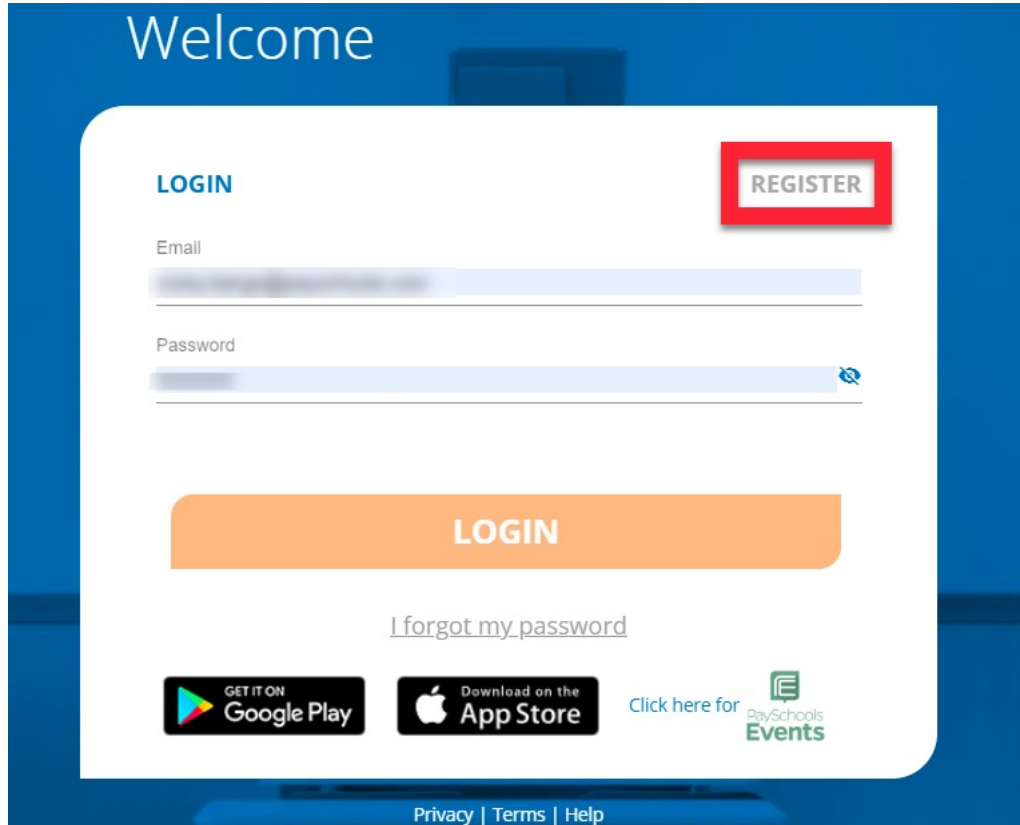




**ALIVESCHOOL  
CAFETERIA  
SERVICES**  
UPDATED  
2021-2022



# REGISTERING FOR AN ACCOUNT



The screenshot shows a web interface with a blue header containing the word "Welcome". Below the header is a white login box. In the top right corner of the login box is a red-outlined button labeled "REGISTER". On the left side of the login box, the word "LOGIN" is written in blue. Below it are two input fields: "Email" and "Password". The "Password" field has a small eye icon to its right. Below the input fields is a large orange button labeled "LOGIN". Underneath the orange button is a link that says "I forgot my password". At the bottom of the login box are three logos: "GET IT ON Google Play", "Download on the App Store", and "Click here for PaySchools Events". At the very bottom of the page, there are links for "Privacy | Terms | Help".

You must register for an account if you are:

- 1) a parent that wishes to purchase/order lunch
- 2) staff/teacher that wishes to purchase/order lunch

To set up an account go to [www.payschoolscentral.com](http://www.payschoolscentral.com)  
Click REGISTER in the upper right corner

# REGISTERING FOR AN ACCOUNT cont.

The screenshot shows the 'Register' page of the PaySchools website. The page has a blue header with the word 'Register' in white. Below the header is a navigation bar with four tabs: 'Register' (active), 'Students', 'Payments', and 'Notifications'. The main content area is a white form with various input fields. Fields marked with an asterisk (\*) are required: Language Preference, Email, First Name, Last Name, Address Line 1, Address Line 2, Postal Code, City, State, and Country. There are also optional fields for Phone Number and Mobile Number. At the bottom of the form, there is a checkbox with the text 'By checking this box, I agree to the terms of the PaySchools User Agreement.' and a large orange 'REGISTER' button. Below the button are two links: 'Return To Login' and 'Clear All'. At the very bottom of the page, there is a footer with the text 'Privacy | Terms | Help'.

Register

Register Students Payments Notifications

Language Preference \*

Email \*

First Name \*

Last Name \*

Address Line 1 \*

Address Line 2

Postal Code \*

City \*

State \*

Country \*

Phone Number


Mobile Number

☒ By checking this box, I agree to the terms of the PaySchools [User Agreement](#).

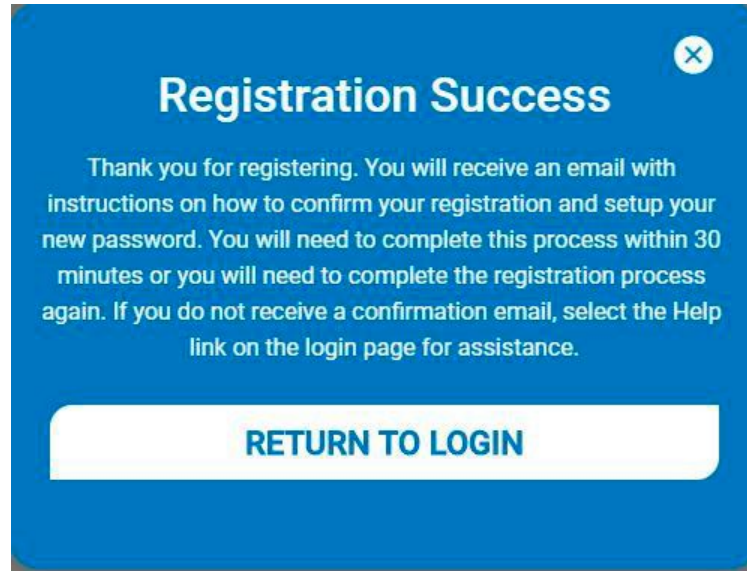
REGISTER


[Return To Login](#) [Clear All](#)

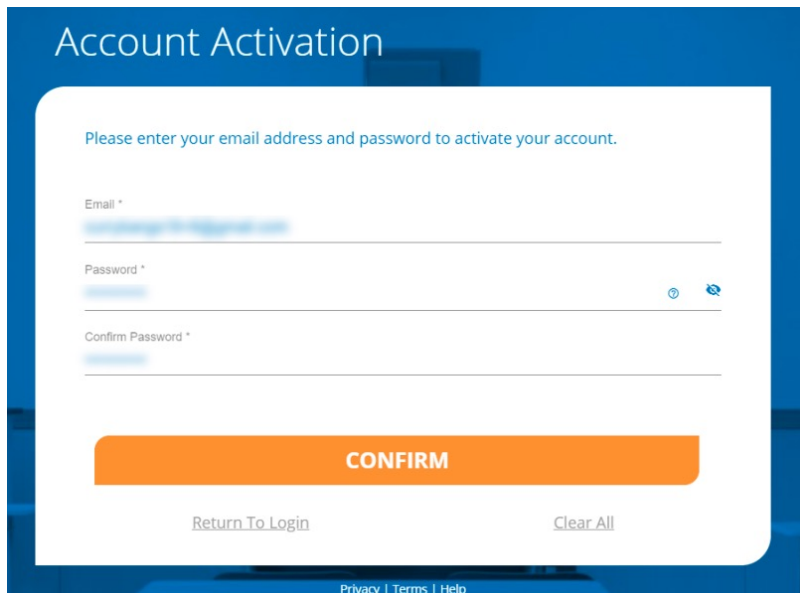
[Privacy](#) | [Terms](#) | [Help](#)

1. Fill out all fields marked with an asterisk.
2. Even though it is not marked with an asterisk, we strongly suggest adding a mobile number as it will help you reset your password via text if you ever have trouble logging in.
3. Review User agreement and CLICK on the box
4. CLICK 

# REGISTERING FOR AN ACCOUNT cont.



1. Click  in the pop-up window and check your email inbox for a confirmation email. You must enable pop-up windows in your browser.
2. Click the link in the email in order to continue. This link is only valid for 30 minutes. If you do not activate the link within 30 minutes, please return to [www.payschoolscentral.com](http://www.payschoolscentral.com) and click "I forgot my password" to request a new email.

A white form titled "Account Activation" on a blue background. The form contains the instruction: "Please enter your email address and password to activate your account." Below this are three input fields: "Email \*", "Password \*", and "Confirm Password \*". The "Password \*" field has a strength indicator icon (a circle with a dot) and a toggle icon (an eye). Below the input fields is a large orange button labeled "CONFIRM". At the bottom of the form, there are two links: "Return To Login" and "Clear All". At the very bottom of the page, there are links for "Privacy | Terms | Help".

1. Create and confirm your password in the Account Activation screen after clicking the link in the email.

For more information about the password rules click 

# SECURE YOUR ACCOUNT

The screenshot shows the 'Secure Your Account' page with a blue header and a white content area. The header has tabs for 'Register', 'Students', 'Payments', and 'Notifications'. The main heading is 'Secure Your Account'. Below it, a message states: 'WE TAKE YOUR ACCOUNT SECURITY TO HEART. If you contact our support desk for assistance, we'll ask you to answer security questions to confirm we're speaking with you. Please select three questions and provide answers at least two characters long.' There are three sections for security questions, each with a dropdown for 'Select Question \*' and a text input for 'Your Answer \*'. The questions are: 1. 'What was your favorite book as a child?', 2. 'What was your childhood phone number including area code? e.g., 0800-123456', and 3. 'What was the last name of your first grade teacher?'. At the bottom, there is an orange 'SECURE' button and a 'Return To Login' link. The footer contains 'Privacy | Terms | Help' and 'Copyright© by PaySchools - Version: 2020.02.06'.

Secure Your Account

Register Students Payments Notifications

**WE TAKE YOUR ACCOUNT SECURITY TO HEART.**

If you contact our support desk for assistance, we'll ask you to answer security questions to confirm we're speaking with you.

Please select three questions and provide answers at least two characters long.

**Security Question 1**

Select Question \*

What was your favorite book as a child?

Your Answer \*

**Security Question 2**

Select Question \*

What was your childhood phone number including area code? e.g., 0800-123456

Your Answer \*

**Security Question 3**

Select Question \*

What was the last name of your first grade teacher?

Your Answer \*

**SECURE**

[Return To Login](#)

Privacy | Terms | Help  
Copyright© by PaySchools - Version: 2020.02.06

1. Fill out your 3 security questions and answers after setting up your password. Answers must be at least two characters long.

2. Click **SECURE** and continue

1. For ADD STUDENTS/STAFF – we will email with further instructions to add them through the dashboard so,

2. Click **SKIP** and continue to PAYMENTS

# ADD PAYMENTS

**Add Payment Method**

Register Students **Payments** Notifications

**INFORMATION**

For your security, only the nickname you choose for your payment method will be displayed on the PaySchools screen when you make payments.

**Payment Type**


Select Payment Type \*

[Clear All](#)

**SKIP**

**BACK**

[Privacy](#) | [Terms](#) | [Help](#)

1. Choose the payment type
2. Enter in the payment method information, including the payment type, nick name, and card number or routing/account numbers. The "Nickname" field is simply a name you can give your payment method. For example: Jane's Visa CC.
3. click 
4. Even though you have the option to SKIP adding a payment method, please be aware that this is your **ONLY** payment option to to pre-order the menu. Therefore, **you must add money to your account so that the order is processed.**

# ADD PAYMENTS

**Add Payment Method**

Register Students **Payments** Notifications

**INFORMATION**


For your security, only the nickname you choose for your payment method will be displayed on the PaySchools screen when you make payments.

**Payment Type**  
Select Payment Type \*

Nick Name \*  
Jane's Visa CC


Card Number \*

MM/YY \* CVV Number \*



**Credit Card Processing terms and Conditions:**

1. I authorize CP-DBS, LLC dba PaySchools, as owner and operator of payschoolscentral.com, to charge my account described above for non-recurring credit card transactions processed through the site.



☒ By Checking this checkbox, I agree to the Credit Card Processing Terms and Conditions.

☒ By checking this box, I am setting this as my default payment method.

[Clear All](#)

**ADD PAYMENT METHOD**

**SKIP**

**BACK**

[Privacy](#) | [Terms](#) | [Help](#)

CREDIT CARD

**Add Payment Method**

Register Students **Payments** Notifications

**INFORMATION**

For your security, only the nickname you choose for your payment method will be displayed on the PaySchools screen when you make payments.

**Payment Type**  
Select Payment Type \*  
ACH/Check


Nick Name \*

**My Checking Account**

Account Type \*  
Checking

Account Number \*

Routing Number \*



**ACH Electronic Check Processing Terms and Conditions:**

1. I authorize CP-DBS, LLC dba PaySchools, as owner and operator of payschoolscentral.com, to debit my account described above for non-recurring ACH Electronic transactions processed through the site.

2. I agree to pay a return fee of up to \$30.00 if my ACH transfer is returned unpaid. CP-DBS, LLC dba PaySchools may represent my transfer up to two more times. I authorize CP-DBS, LLC dba PaySchools to make a one-time electronic fund transfer from my account to collect the \$30.00 fee. If my electronic transfer remains unpaid, my debt will be turned over to a collection company or a check recovery company that may charge me a processing fee, as permitted by law. Any information I provide while registering for payschoolscentral.com can be used in this process.

By Registering above account for credit/ACH transfers, I acknowledge that I am an authorized signer of this account.

☒ By checking this box, I agree to the ACH electronic check processing terms and conditions.

☒ By checking this box, I am setting this as my default payment method.

[Clear All](#)

**ADD PAYMENT METHOD**

**SKIP**

**BACK**

[Privacy](#) | [Terms](#) | [Help](#)

ACH – bank account

1. Please read the Terms and Conditions for each payment method and check the box to agree.
2. Click **ADD PAYMENT METHOD** to add your payment method.
3. You may add multiple payment methods

# REMINDERS & ALERTS SET UP

Notifications

Register Students Payments Notifications

**Meal Account** Instructions ⓘ

Balance	Amount \$ 5.00	Low Meal Balance	<input checked="" type="checkbox"/>
Day of Month	Select Day Last Day	Balance Reminder	<input checked="" type="checkbox"/>

**Fees** Instructions ⓘ

Days Notice	Select Day 1	Fee Due	<input checked="" type="checkbox"/>
Days Notice	Select Day 1	Upcoming Payment	<input checked="" type="checkbox"/>
Days Overdue	Select Day 1	Overdue Fee	<input checked="" type="checkbox"/>

**Fund Account** Instructions ⓘ

Balance	Amount \$ 5.00	Low Fund Balance	<input checked="" type="checkbox"/>
Day of Month	Select Day Last Day	Balance Reminder	<input checked="" type="checkbox"/>

**Monthly Statement** Instructions ⓘ

Day of Month	Select Day Last Day	Monthly Statement	<input checked="" type="checkbox"/>
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[Reset All](#)

**CONTINUE**

**BACK**

[Privacy](#) | [Terms](#) | [Help](#)

1. PaySchools Central gives you the ability to set up a variety of email notifications. You have the flexibility to turn each option on or off and to make changes at any time. The emails will automatically send to the email address associated with your account.
2. To turn on any of the notifications, simply click the on/off toggle. An orange toggle indicates the notifications are on.
3. For Meal Account we recommend that you get notified when the balance hits \$20.00.
4. FEES and FUND Accounts Notification do not apply to our school district. Click [Instructions](#) to see the notification descriptions.
5. To save your notification settings, click **CONTINUE**
6. The registration process is now complete!
7. Go to DASHBOARD for an overall view of the account



# AUTO-REPLENISHMENT: RECURRING PAYMENTS

The screenshot shows the PaySchools dashboard interface. At the top, there's a header with 'English(US)' and a shopping cart icon. The main content area is titled 'Dashboard' and features a navigation bar with 'All Students', 'Test Example', and a user profile. Below this, a 'Meal' section displays a balance of '\$7.00' and an 'Action' button. On the right, a sidebar menu lists various options: Dashboard, Notifications, Account, History, School District, and Information. The 'Auto Replenishment' option under the 'Account' section is highlighted with an orange background and a blue arrow pointing to it from the right. The footer includes links for Privacy, Terms, and Help, along with a copyright notice for PaySchools.

English(US) 0 \$XXX

## Dashboard

< All Students Test Example XXXXX

### Meal

Balance	Action
\$7.00	



Privacy | Terms | Help  
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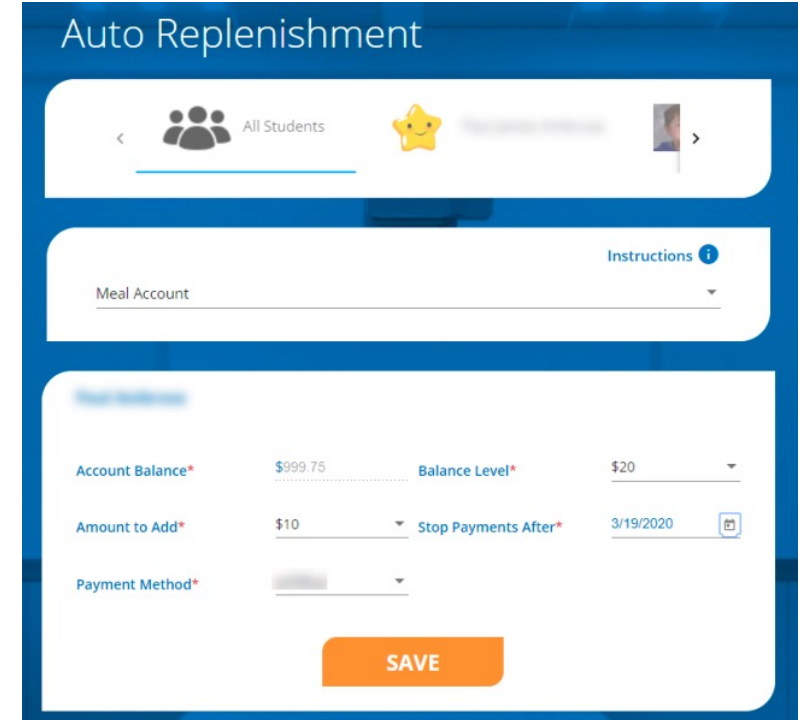
- Dashboard
- Notifications
  - Messages
  - Notifications
- Account
  - Your Profile
  - Secure Account
  - Your Students
  - Payment Methods
  - Auto Replenishment**
  - Digital ID
  - Pre-Order Meals
- History
  - Payment History
  - Reports
- School District
  - Free/Reduced Meal Application
  - Share Benefits with other Departments
  - View Completed Application
  - School Events
- Information
  - Help
  - Privacy
  - Terms and Conditions
- Logout

Version: 2021.02.17

Set up auto-replenish by clicking the Auto-Replenishment option in the Menu.

# AUTO-REPLENISHMENT: RECURRING DEPOSITS

1. You will see your list of students and can either select a single name to set up unique auto-replenish settings or you can select All Students to apply the same settings to everyone in your account.
2. Once you've selected your student(s), enter in the required fields and click SAVE .
3. We recommend that your balance level is at least \$15.00. If you input 5.00 chances are, you'll always hit a negative balance and may delay your order.
4. Read the Terms and Conditions and agree by putting a check mark in the box and clicking SAVE.
5. An orange toggle will appear, which indicates auto-replenishment is on.
6. Status  indicates the balance level has been met and your account will be replenished that day.
7. Status  indicates the balance level has not yet been met and auto-replenishment has not kicked off.
8. To turn off auto-replenish, simply click the orange toggle.



The screenshot shows the 'Auto Replenishment' settings page. At the top, there's a header with 'Auto Replenishment' and navigation icons. Below the header, there's a section for 'All Students' with a yellow star icon. The main form area contains several fields: 'Meal Account' (a dropdown menu), 'Account Balance\*' (displaying \$999.75), 'Balance Level\*' (a dropdown menu set to \$20), 'Amount to Add\*' (a dropdown menu set to \$10), 'Stop Payments After\*' (a date field set to 3/19/2020), and 'Payment Method\*' (a dropdown menu). At the bottom of the form is a large orange 'SAVE' button.



**NEXT STEP:**

**ADD STUDENT(S) TO THE ACCOUNT**

**FOR MORE INFORMATION:**

**GO TO:**

[www.aliveschoolpr.com/lunch-step-by-step](http://www.aliveschoolpr.com/lunch-step-by-step)

**or CONTACT US:**

For Baldwin School [alive@baldwin-school.org](mailto:alive@baldwin-school.org)

For Saint John's School [alive@sjspr.org](mailto:alive@sjspr.org)