



6 feet

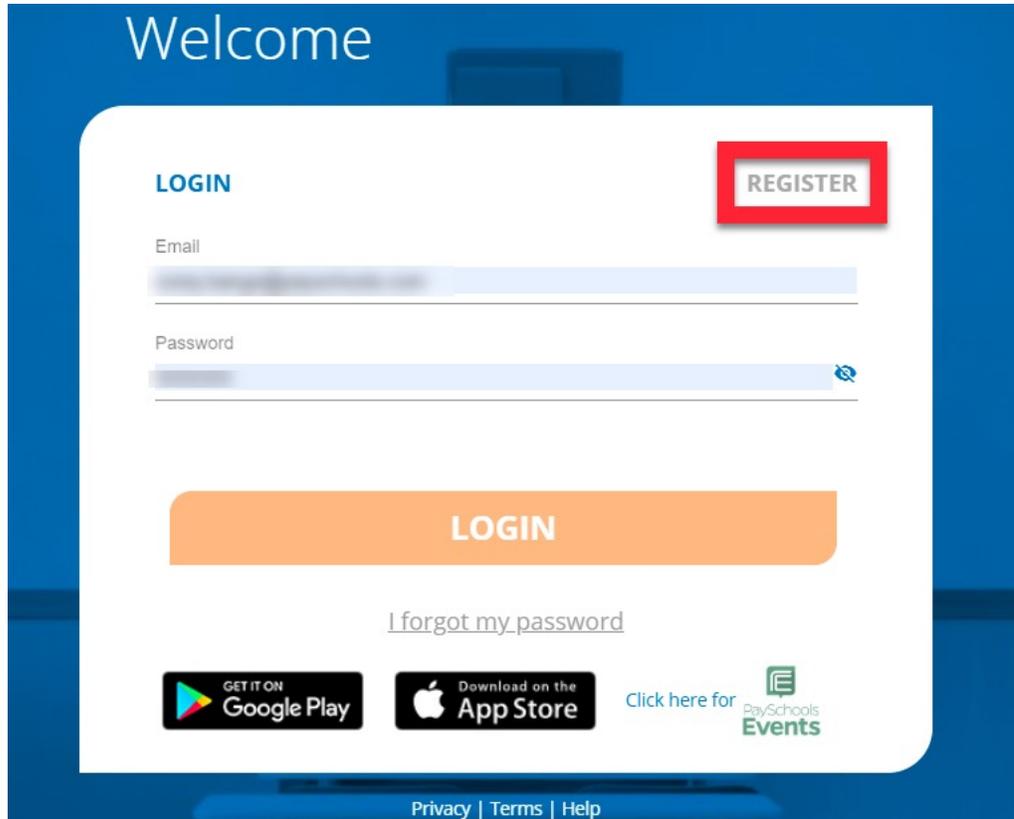


**ALIVESCHOOL
CAFETERIA
SERVICES**

UPDATED
2021-2022

aliveschool™

REGISTERING FOR AN ACCOUNT



The screenshot shows a login and registration interface. At the top left, the word "Welcome" is displayed. Below it, the word "LOGIN" is written in blue. In the top right corner, a red-bordered button labeled "REGISTER" is highlighted. The form includes an "Email" input field and a "Password" input field with a toggle icon. A large orange button labeled "LOGIN" is positioned below the input fields. Underneath the "LOGIN" button is a link that says "I forgot my password". At the bottom of the form, there are three buttons: "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
Click REGISTER in the upper right corner

REGISTERING FOR AN ACCOUNT cont.

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](#)

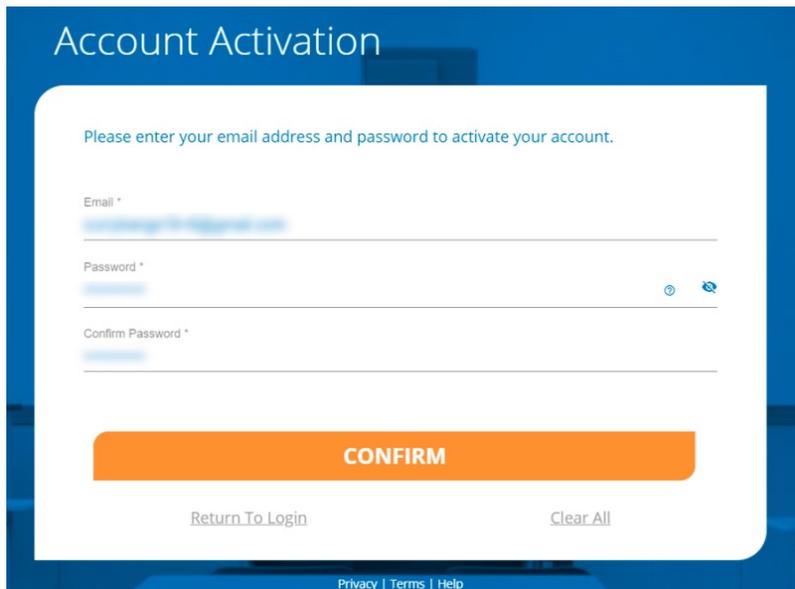
[Privacy](#) | [Terms](#) | [Help](#)

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 [RETURN TO LOGIN](#) 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 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 toggle for visibility. At the bottom of the form is a large orange button labeled "CONFIRM". Below the button 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

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 *

Your Answer *

Security Question 2

Select Question *

Your Answer *

Security Question 3

Select Question *

Your Answer *

SECURE

[Return To Login](#)

Privacy | Terms | Help
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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

The screenshot shows the 'Add Payment Method' form with a blue header and a white content area. The header has four tabs: 'Register', 'Students', 'Payments' (which is active and highlighted in orange), and 'Notifications'. Below the tabs, there is an 'INFORMATION' section with a security notice. The main form area is titled 'Payment Type' and contains a dropdown menu labeled 'Select Payment Type *'. Below the dropdown is a 'Clear All' link. At the bottom of the form are two buttons: 'SKIP' (orange) and 'BACK' (blue). At the very bottom of the page, there are links for '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

Day of Month Select Day Last Day Balance Reminder

Fees Instructions ⓘ

Days Notice Select Day 1 Fee Due

Days Notice Select Day 1 Upcoming Payment

Days Overdue Select Day 1 Overdue Fee

Fund Account Instructions ⓘ

Balance Amount \$ 5.00 Low Fund Balance

Day of Month Select Day Last Day Balance Reminder

Monthly Statement Instructions ⓘ

Day of Month Select Day Last Day Monthly Statement

[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 right, there is a language selector set to 'English(US)', a shopping cart icon with '0' items, and a currency symbol '\$XXX'. The main header area contains the word 'Dashboard' and a navigation bar with three items: 'All Students', 'Test Example', and a masked name 'XXXXXXXX'. Below this is a 'Meal' section with a table showing a balance of '\$7.00' and an 'Action' button with a shopping cart icon. A sidebar menu on the right lists various options, with 'Auto Replenishment' highlighted in orange. A blue arrow points from the text on the right to this menu item.

English(US) 0 \$XXX

Dashboard

< All Students Test Example XXXXXXXX

Meal	Action
Balance	
\$7.00	

Privacy | Terms | Help
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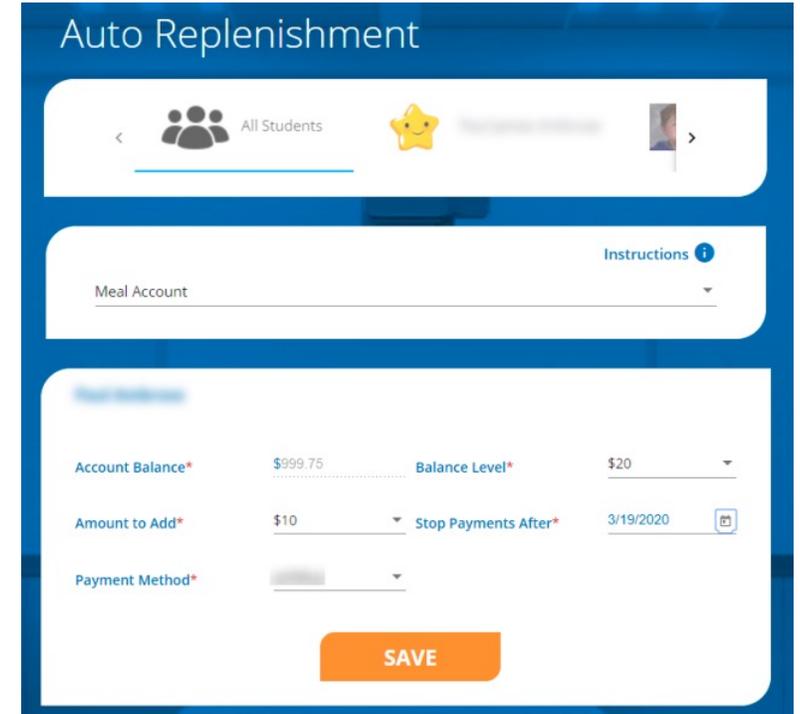
- Dashboard
- Notifications
 - Messages
 - Notifications
- Account
 - Your Profile
 - Secure Account
 - Your Students
 - Payment Methods
 - Auto Replenishment**
 - Digital ID
 - Pre-Order Meals
- History
 - Payment History
 - Reports
- School District
 - Free/Reduced Meal Application
 - Share Benefits 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.



Auto Replenishment

< All Students   >

Meal Account Instructions ⓘ

Account Balance* \$999.75 Balance Level* \$20

Amount to Add* \$10 Stop Payments After* 3/19/2020

Payment Method*

SAVE



alive school™

NEXT STEP:

ADD STUDENT(S) TO THE ACCOUNT

FOR MORE INFORMATION:

GO TO:

www.aliveschoolpr.com/lunch-step-by-step

or CONTACT US:

For Baldwin School alive@baldwin-school.org

For Saint John's School alive@sjspr.org