



How to Manage Your Lunch Account

1) First you'll need to locate your student's ID number. Go to your Family Portal Account in **Renweb** to find your student's ID number. Once you're in your Family Portal account, on the left you'll see the word *Family*. Click on the down arrow next to the word Family. Scroll down and choose *Family Home*. At the top click on the drop down menu and choose your student's name so that their information is displayed. Under *Contact Info* you will see their ID number. If you need assistance, contact Carla Collier at ccollier@mcaschool.net.

2) Next go to www.payschoolscentral.com. The district code is *Medina Christian Academy*. On the right, click *Payment Methods* to load money onto your account.

Click [HERE](#) to watch a short instructional video.

Below you will see the complete instructions on how to set up and load your account in PaySchools.

> Welcome to PaySchools Central!

Our district has selected the PaySchools Central payment portal for parents.

Now you can pay for your children's school lunches, fees, field trips, registrations, and more online, securely and quickly. No more lost cash or checks!

1. Create your account using your computer or tablet at:
www.payschoolscentral.com
2. If you want to use your phone, download the PaySchools Central app on the Apple App Store or Google Play.
3. Complete account registration by selecting register, entering your profile details, setting up your password via the email link we'll send you, then logging in.
4. Add your children to your account using their student ID numbers.
5. If you'd like, enter credit card and/or banking information as forms of payment to use with your PaySchools account, or simply plan to use guest checkout when the time comes.
6. Manage school payments with ease!

NOW YOU CAN:

- Manage all your children's accounts and fees in one place!
- Set up auto-replenish to automatically refill lunch accounts when they're running low.
- Set up reminders and alerts.
- Review your children's purchases.
- Handle payments 24/7, at your convenience, on any device.

Rest assured that PaySchools is PCI-compliant and maintains industry-standard SSL certificates, ensuring all your family's data is safe and secure.

CONVENIENCE AND PROCESSING FEES

The following fees will be incurred per PaySchools Central transaction.

LUNCH ACCOUNTS:

Paid with checking-account transfer

\$1.75

Paid with debit or credit card—less than \$50

\$1.65

Paid with debit or credit card—more than \$50

3.9%

OTHER SCHOOL FEES:

Paid with checking-account transfer

\$1.75

Paid with debit or credit card

3.9%

Need help with your PaySchools Central account?

Email psc_help@payschools.com or call 877-393-6628.

Support center hours:

8:30 a.m. – 7:30 p.m. ET (M-F)

