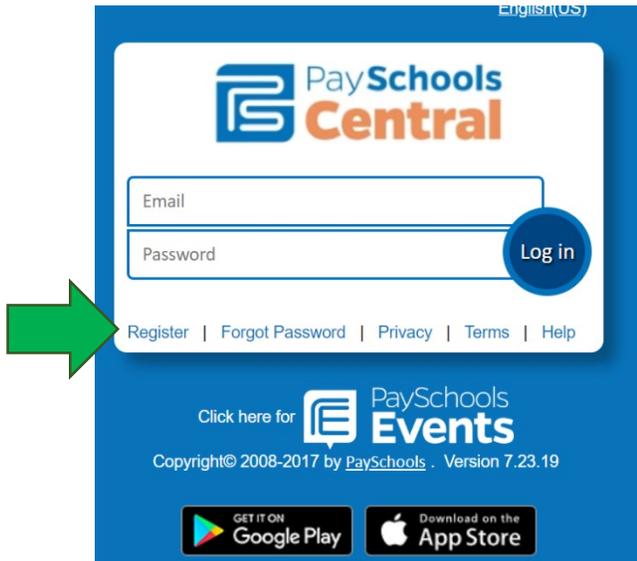


Many schools use PaySchools, HOWEVER if you already have an account set up for a different school (i.e. Elder or St. Xavier) you will need a new account set up for your Seton student(s). For this new account you will need to use a different email address than the address used for the account already set up.

Creating a NEW PaySchools account:

- Click <https://www.payschoolscentral.com/#/user/login>
- Click Register



- **Complete the registration form with your parent information**

PaySchools Central

New User Registration

Email Address*
ex: xya@gmail.com

State*
-- Choose your State --

First Name*
First Name

Last Name*
Last Name

Address Line 1*
Address Line 1

Address Line 2
Address Line 2

City*
City

Zip Code*
Zip Code

Country*
-- Choose your Country --

Phone
Phone

Mobile
Mobile

Language Preference
English(US)

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

- **Once you have completed the registration form, you must confirm your registration through the confirmation email sent to you from PaySchools**
- **When your new registration is confirmed, you will be able to log in and add students to your account AND manage your payment methods, notifications and many other account options.**

- Add students to your account by:



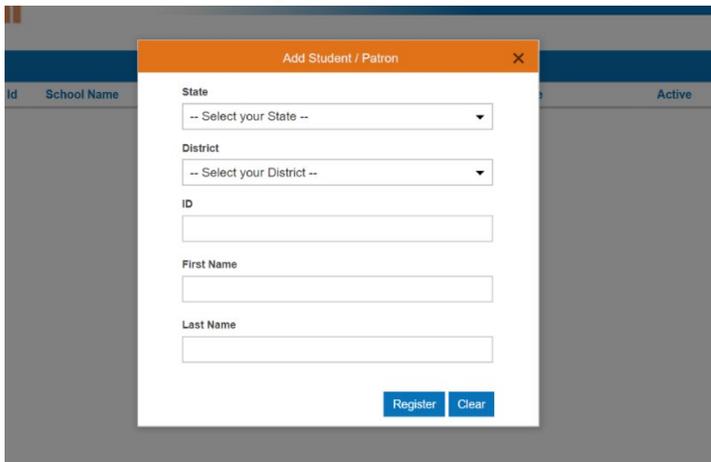
- Once you “Click HERE” you will be able to add each student separately:



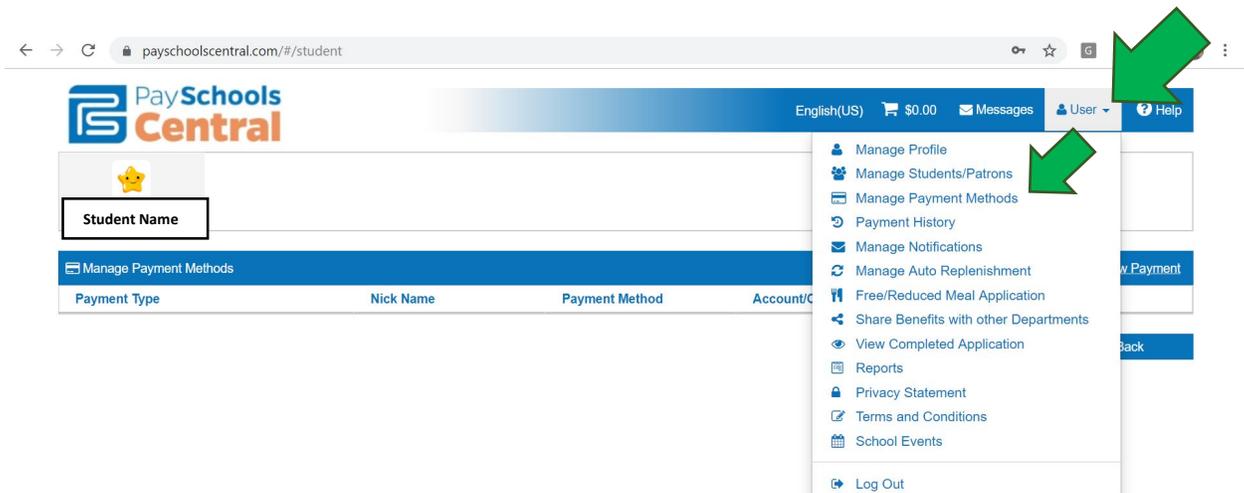
- For each student you will enter the following information, including your daughter’s Student ID number located on her Student ID Badge.

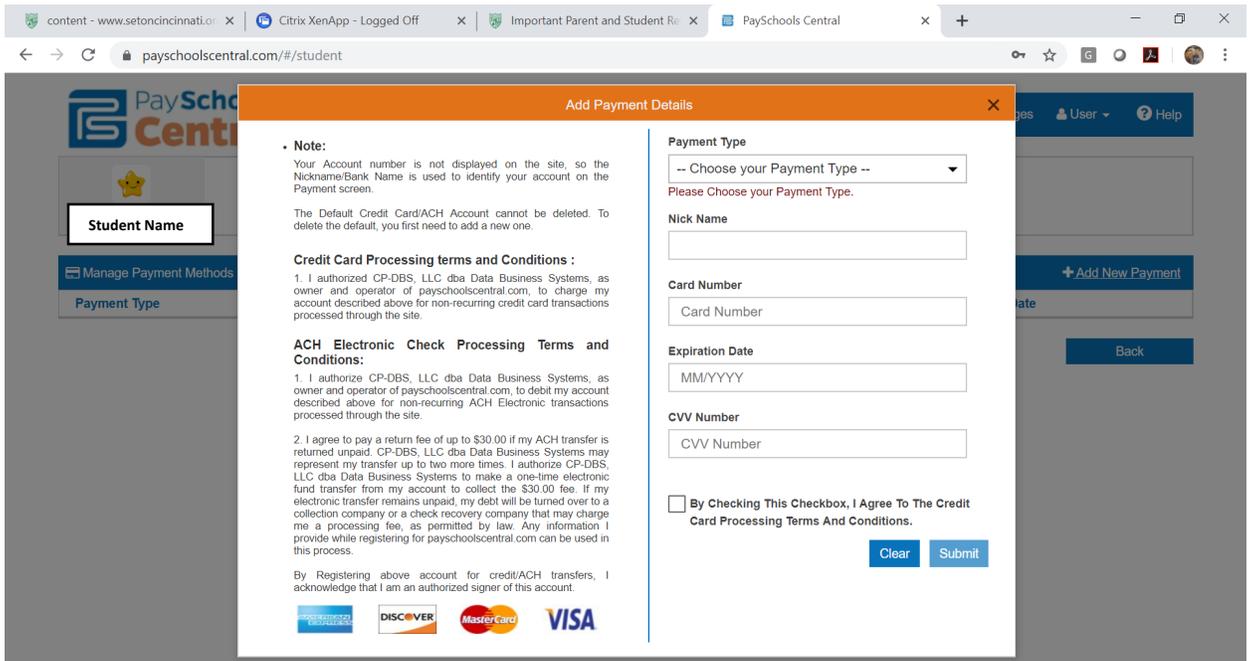
*** FRESHMEN PARENTS- You can find your daughter’s Student ID on the last page of her schedule.***

Rather than choosing a District choose Seton High School:

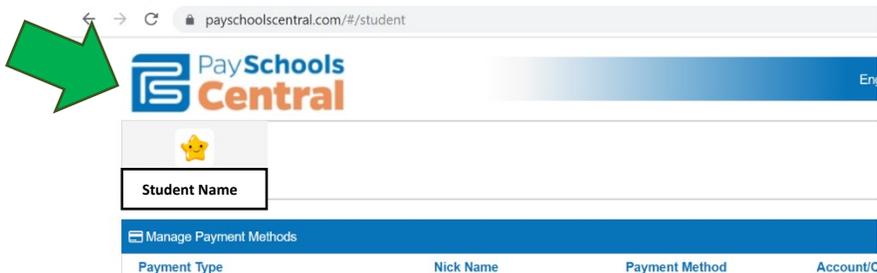


- Managing Payment Method by clicking User in the top right of the screen and then choosing Manage Payment Methods:

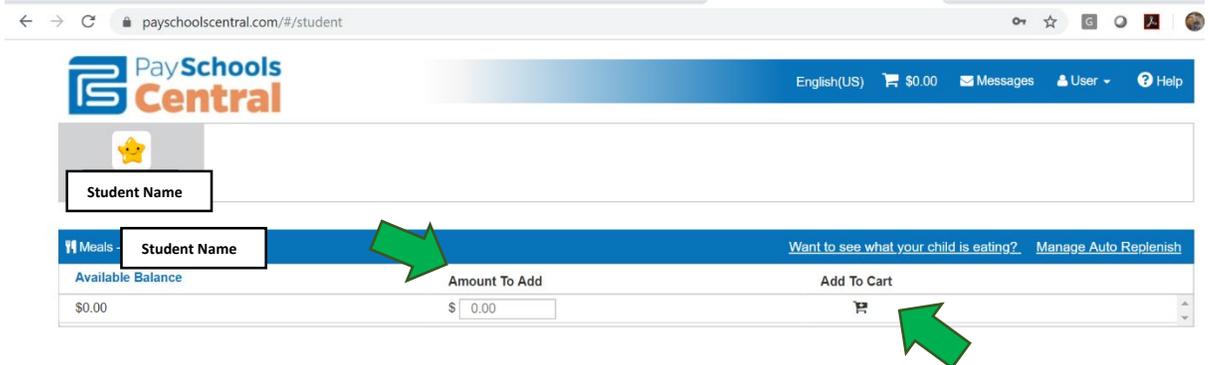




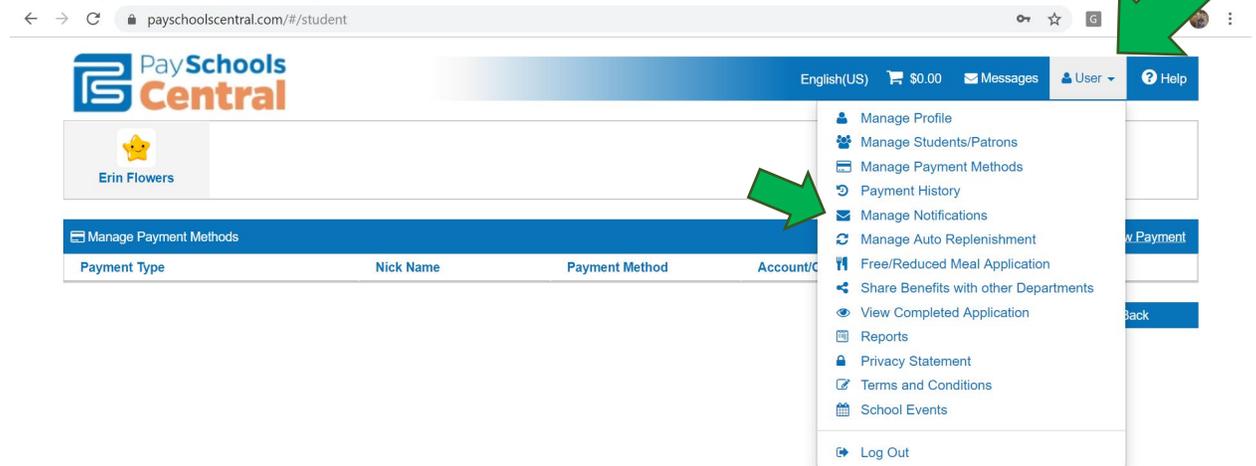
-In order to add money to your child's account : click on the PaySchools Central logo in the top left corner:



-You will see all your students/patrons listed here and will be able to add money to individual accounts. Add money to your patrons and proceed to check out.



-You will be able to manage notifications and many other options for your account under your User settings:



The screenshot shows the PaySchools Central website interface. At the top, there is a navigation bar with the logo, language settings (English(US)), a shopping cart icon showing \$0.00, a Messages icon, and a User dropdown menu. The User dropdown menu is open, displaying a list of settings options. A green arrow points to the 'Manage Notifications' option in this menu. Another green arrow points to the 'Manage Payment Methods' option in the same menu. Below the menu, there is a table with columns for 'Payment Type', 'Nick Name', 'Payment Method', and 'Account/C'. The table is currently empty.

Payment Type	Nick Name	Payment Method	Account/C
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*****If you had a remaining balance from EZPay last year, your PaySchools account will be auto credited**