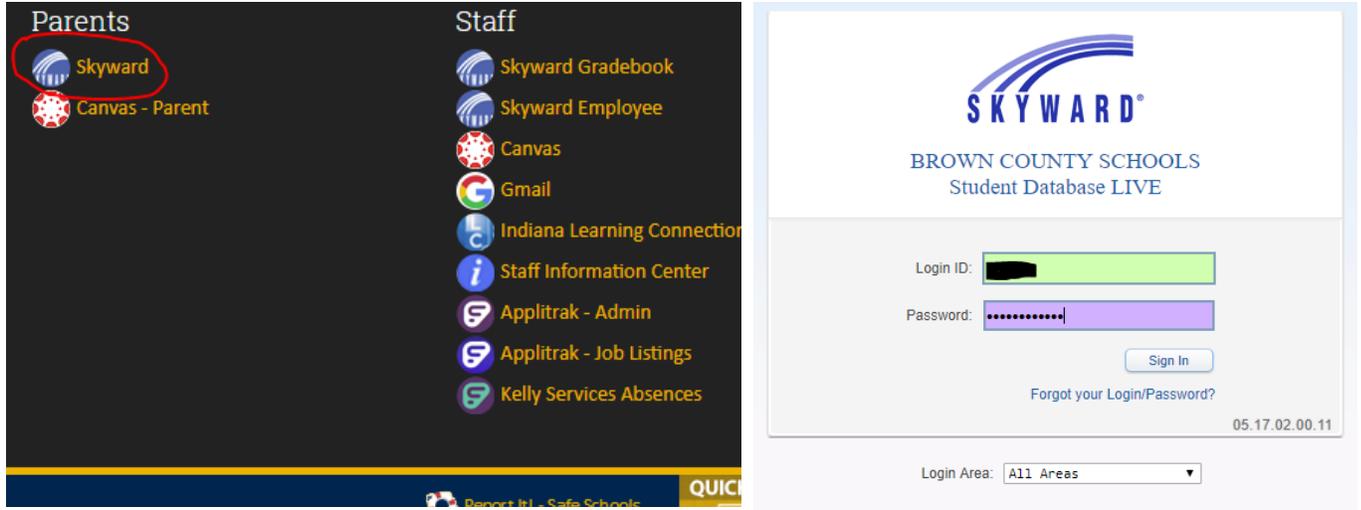


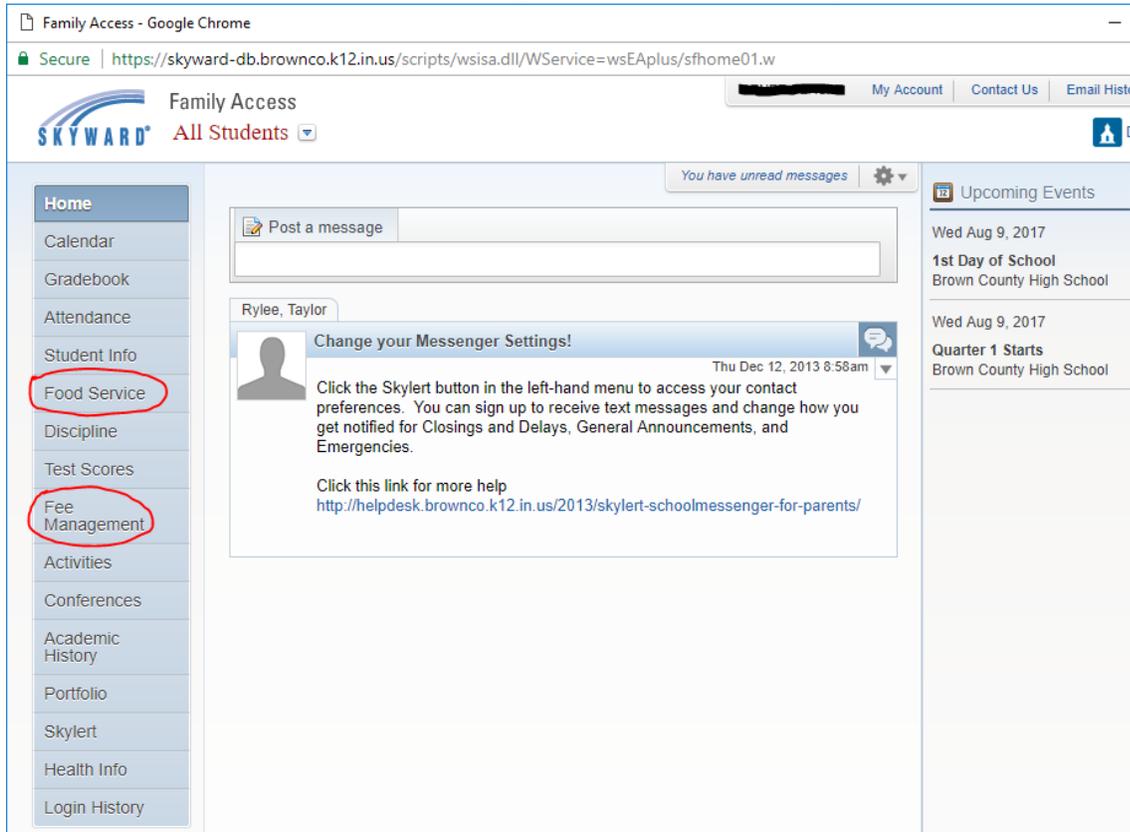
Getting Started with Fee/Lunch Payments Online

- 1) Login to Skyward Family Access from the school website



The screenshot shows two parts of the school website. On the left is a dark navigation menu with two columns: 'Parents' and 'Staff'. Under 'Parents', the 'Skyward' link is circled in red. Under 'Staff', there are several other links. On the right is the Skyward login page for Brown County Schools. It features the Skyward logo, the text 'BROWN COUNTY SCHOOLS Student Database LIVE', and a login form with fields for 'Login ID' and 'Password'. A 'Sign In' button is below the fields, and a link for 'Forgot your Login/Password?' is below that. The date '05.17.02.00.11' is in the bottom right corner of the login area. At the bottom of the page, there is a 'Login Area' dropdown menu set to 'All Areas'.

- 2) Select either the Food Service or Fee Management tab from the Family Access screen



The screenshot shows the Skyward Family Access dashboard in a Google Chrome browser. The address bar shows the URL 'https://skyward-db.brownco.k12.in.us/scripts/wsisa.dll/WService=wsEPlus/sfhome01.w'. The page title is 'Family Access' and it says 'All Students'. There is a navigation menu on the left with various tabs. 'Food Service' and 'Fee Management' are circled in red. The main content area has a 'Post a message' box, a message from 'Rylee, Taylor' about changing messenger settings, and a 'Change your Messenger Settings!' notification. On the right, there is an 'Upcoming Events' section with two events: '1st Day of School' and 'Quarter 1 Starts'.

- 3) Choose Make a Payment from the screen

Food Service

Current Account Balance

██████: \$1.70
Lunch Type: Normal

██████: \$8.65
Lunch Type: Normal

Today's Lunch Menu [Lunch Calendar](#)

No lunch menu details are available for the current date.

██████ (Brown County High School) [View Totals](#) | [Make a Payment](#)

There are no payment records for this student.

██████ (Brown County High School) | [Make a Payment](#)

There are no payment records for this student.

Fee Management

Unpaid Balance

██████ (Brown County High School): **102.20**

██████ (Brown County High School): **177.64**

██████ (Brown County High School) [View Fees](#) | [View Payments](#) | [View Totals](#) | [Make a Payment](#)

School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	Rem
2018	Fri May 25, 2018	Student Handbook	5.00	0.00	5.00	
2018	Fri May 25, 2018	English 9 Intensive	12.98	0.00	12.98	
2018	Fri May 25, 2018	English 9 Intensive	12.98	0.00	12.98	
2018	Fri May 25, 2018	Geography & History of World	13.28	0.00	13.28	
2018	Fri May 25, 2018	Geography & History of World	13.28	0.00	13.28	
2018	Fri May 25, 2018	Spanish I	8.30	0.00	8.30	
2018	Fri May 25, 2018	Spanish I	8.30	0.00	8.30	

- 4) Login to e-Funds for schools using the credentials you have created. If this is your first time on eFunds and you have not created an account, click Register Here. View the Registration Guide for details. You will need to create an account and then add your student to your account with their ID number and last name. (Find your students' ID number on the Student Info tab in Skyward Family Access, underneath the student's photo.)

Login

Username:

Password:

[Login](#) [Forgot Username](#) [Forgot Password](#)

New Users

[Register Here](#)

[Registration Guide](#)

- 5) Once you have your account created and you are logged in, choose Make a Payment from the main screen

Payment Options

Make a Payment

Towards school payment item(s)

View Payment Histc

Review history of payments

Schedule a Pre-Authorized Payment

Setup a payment that occurs at regular intervals

View Pre-Authorize

Review history of pre-authorized payments

Manage Pre-Authorized Payments

Manage your scheduled pre-authorized payments

Advisorv Services

- 6) Choose your payment option or add your payment options if you haven't already set them up. You can add a Credit/Debit card or a checking account. Convenience fees differ for each option.*

Manage Payment Information

Existing Account(s) New Checking Account New Credit / Debit Card

- Payment from your checking account is the lowest cost payment option available to you.
- To use your existing checking account information, [click here](#).
- [Click here](#) if you have a debit card, or you have a checking account and your financial institution is not listed.

Manage Preferred Funding Sources

Payments	Account
<input checked="" type="radio"/>	Checking *****123 (123123123)

[Save](#)

- 7) Click the Add button beside the fees you would like to pay. To make a partial payment for a fee, change the amount in the box. Add money to the Meal Account by changing the amount in the box. Click Continue

Payment Item Name	Pay For	Amount	Remove
English 9 Intensive	Rylee	\$12.98	Remove
Geography & History of World	Rylee	\$13.28	Remove
Geography & History of World	Rylee	\$13.28	Remove
Spanish I	Rylee	\$8.30	Remove
Spanish I	Rylee	\$8.30	Remove
Brown County High School			
Meal Account	Rylee	\$10.00	Remove

Payments for 2017-07-31		
Payment Item Name	Pay For	Amount
Student Handbook (Student Handbook)	Rylee	\$5.00
Meal Account	Rylee	\$10.00
Convenience Fee(s)		\$1.00
Total for 2017-07-31:		\$16.00

[Continue](#)

8) Review your payment and click Submit

Confirm your choices

Payment Method: Checking Account Number: *****123 Routing Number: 123123123

This payment will debit your checking account within 2 business days

Meal Account	\$10.00
Student Handbook (Student Handbook)	\$5.00
Convenience Fee	\$1.00
Total for 2017-07-31:	\$16.00

Please review the convenience fees associated with each payment. To process your payment, you must agree to pay the convenience fees listed above.

I have reviewed, and confirm that I accept the above listed convenience fee(s).
 I decline paying all fees and want to cancel this payment.

[Back](#) [Submit](#)

* As of 8/2/2017, fees for credit/debit card payments made through the parent account are a flat fee of \$2.65 for each payment up to \$100 and an additional \$2.65 for every (up to) \$100 after. Fees for checking account payments are a flat fee of \$1.00 no matter the amount of the payment. Credit/debit card payments made in-person at the school are charged a 3.2% transaction fee in lieu of the flat fees. All fees are subject to change.