

# > QuikApps

## Parent User Guide

### Registering at PaySchools Central

- 1) To register, go to [payschoolscentral.com](http://payschoolscentral.com) and select the **Register** option below the Email and Password fields.

- 2) Once on the 'New User Registration' page, fill out all required fields marked by a red asterisk. Be sure to check the **User Agreement** and click the box before selecting **Register**.
- 3) Once the registration has been submitted, selected an email will be delivered to your email account with a link to activate your account and set your password. **This link is ONLY VALID FOR 30 MINUTES.** If you do not activate the link within the allotted time, please return to [payschoolscentral.com](http://payschoolscentral.com) and use the **Forgot Password** link to request a new email.

### Welcome to PaySchools Central.

Hi John Everyman,

To confirm your account and set your password, please follow [this link](#).

This link is active for 30 minutes. If you do not complete your registration during this time period, please return to [www.payschoolscentral.com](http://www.payschoolscentral.com) and use the **Forgot password** link to request a new link for your account.

PaySchools.com allows you to find your student's account safely and easily online. For more information about PaySchools.com, please visit [PaySchools.com](http://PaySchools.com). And for further ease of access to your account, be sure to pick up the mobile app for your smartphone or tablet - you'll find links below.

If you did not mean to create a new account or feel you've received this email in error, please [contact us](#).

Thanks,  
PaySchools.com Administrators

- 4) You will then enter your email, password, and confirm to complete registration.

- a) The password must contain a minimum of 8 characters and a maximum of 128.

- b) The password may NOT contain more than 2 identical characters.
- c) The password must meet at least 3 of the 4; upper case, lower case, numbers and special character.

### Account Validation

For your security, once you verify your account via the email link, you will be directed to set up security question.

- 1) **Submit later:** You may choose to enter your security questions at a later time, but this information is helpful in validating you if you need to call for support in the future. If you choose this option, press the Submit Later button.
- 2) **Submit now:** Once security questions are set up, the Submit Now button will be available.

### Password Recovery

- 1) If you forget your password, use the Forgot Password link on the login page.

- 2) Choose whether you would like to receive an email link or a text code to reset your password.



## Adding Students

You can set up as many students as needed through a single account if they are within the same district. For application purposes, children at different districts will be added as a household member in later steps.

- 1) Upon logging into the system for the first time, you will be prompted to add a patron to your account. Follow the [Click Here](#) link, then the [Add Student/Patron](#) button to add your student's information.



- 2) Enter student information: Your student's information must match the details provided to you at registration by your school. PaySchools **CANNOT** provide student information and any questions pertaining to student information and you must ask your school for this information.

A screenshot of the 'Add Student/Patron' form. The form has an orange header with the title 'Add Student/Patron' and a close button. Below the header, there are several input fields: 'State' with a dropdown menu showing '- Select your State -', 'District' with a dropdown menu showing '- Select your District -', 'ID' (a text input field), 'First Name' (a text input field), and 'Last Name' (a text input field). At the bottom of the form, there are two blue buttons: 'Register' and 'Clear'.

- 3) Once all information has been entered, press the [Register](#) button.

## Complete Your Application

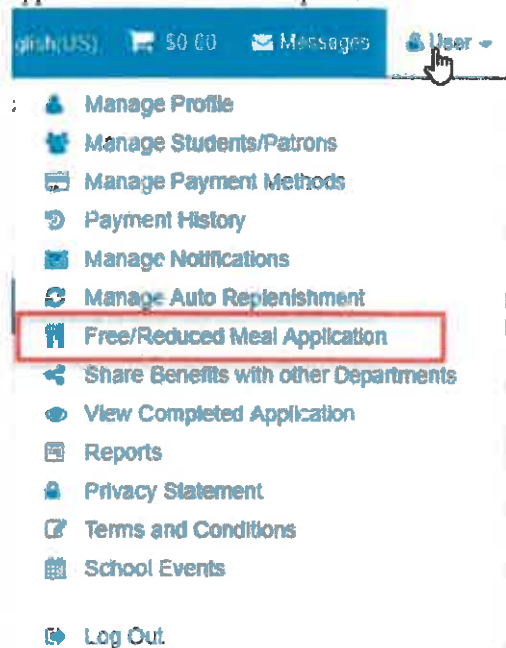
Once you have your PaySchools Central account set up, you can begin your application.

- 1) You will have two ways to access the application:
  - a) Once signed on, you will see a popup with an option to complete your application.

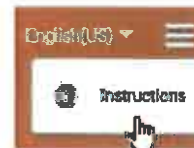


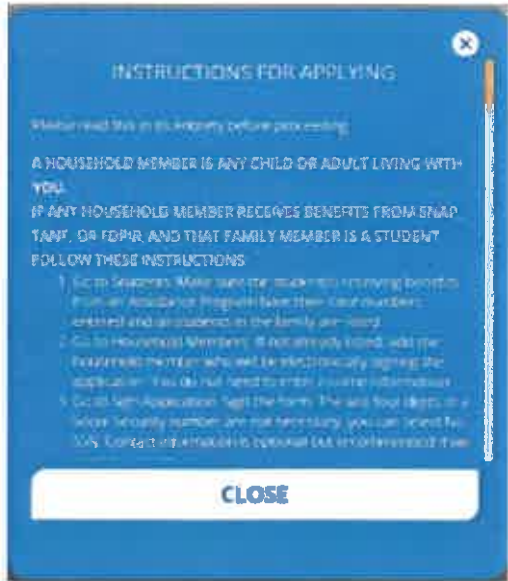
Note: This screen will have updated wording

- b) Additionally, you can always access the application from the menu options.



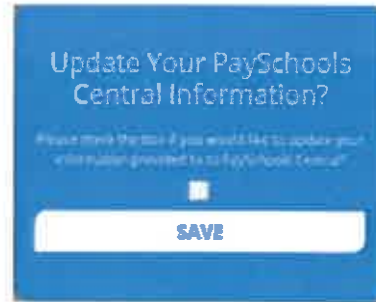
- 2) Instructions regarding how to complete an application can be accessed from the [Menu](#) at any time.





- 3) Contact information is shown prefilled with the profile information on your PaySchools Central account.
  - a) You can verify, or alter, the information for your application specifically if any changes are needed.
  - b) Select your preferred contact method; email or mail. This will be used if your district requires your application to be reviewed. In that case, the district will use this contact method to send your determination letter.
  - c) Press continue to go to the next step
- 4) If changes were made to the contact details, you may choose to update PaySchools Central contact details as well.

*Note: You can NOT update your email address, as this is also your login ID. If you wish to change your email address, please return to PaySchools Central using the option **Cancel and Go to my PaySchools Central Dashboard** → **User Menu** → **Manage Profile** feature.*



- 5) Choose your application type:
  - a) Choose **Return To Application**, to continue an application that you started but had not completed. This option will **ONLY** show if you have already started an application.
  - b) Choose **New Application**, to begin an application for this school year.



- 6) Before you Begin: Read messages from your school and instructions on how income should be entered.
  - a) If your school district has added a message, you will see this in the **From Your School District**
  - b) If your school district does NOT have a message, you will **ONLY** see the "Here's how eligibility is handled" only.





- c) Here's How Eligibility Is Handled: Instructions for how to complete an application and the details that will be need such as income types that you will want to enter.
- d) Continue to the next step:
  - i) Select the Continue button to go to the next step
  - ii) Or press the Back button to return to the last step
  - iii) Or use the Cancel and Go to my PaySchools Central Dashboard link to leave the application and return to PaySchools Central.

### Add \ Verify Students

- 7) Verify Students: Students from last year's application and PaySchools Central will be listed.



- a) Data regarding your student will be shown including: Student ID, District name, Grade, and School Name. In addition, if your student is already Directly Certified from an outside government program such as SNAP, TANF, FDPIR, this will be identified in this section. This is done directly from the State program to your school district and there is nothing needed on your side.
- b) You can remove students with the Remove icon (x) in the top right for each student box.
- c) Press the Add Students Button If you need to add additional students

- d) Select "is this a Foster Child?" for any students in your household who are fostered in your household, you will not enter any income or additional details for the student, but they will be part of your family count and therefore effect your determination.

- e) Continue to the next step:
- Select the **Continue** button to go to the next step.
  - Or press the **Back** button to return to the last step.
  - Use the **Save and Go to my PaySchools Central Dashboard** link to save the application and return to PaySchools Central.
- f) Directly Certified Students:
- If all your students are Directly Certified by the state, you will be informed and directed to the disclosure options to allow or prohibit sharing of your meal status for other departments. Disclosing this information can reduce the amount of money owed on school fees.

- ii) If some, but not all, of your students are Directly Certified:
- You can extend that benefit to the other children on your application either individually or using the **Extend To ALL**, to select all students currently on your application.
  - If you extend benefits to **ALL** students on your application, you will **ALSO** be redirected to the Disclosure options to allow or disallow sharing of your meal status for other departments which can reduce the amount owed on school fees if your schools allow.





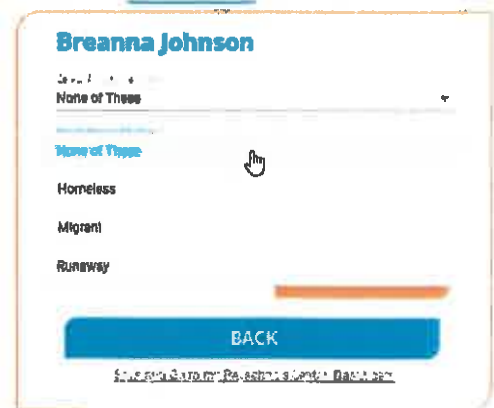
*Note: Foster students will NOT be on this list, as they are verified by the state in a different manner than Direct Certification.*

- 8) Student Assistance: If your student is NOT Directly Certified, you will need to enter assistance details or income.
  - a) If they are NOT part of a state assistance program:
    - i) Choose None of these if your student is are not part of a program and to move on to the income section
  - b) If they ARE part of a state assistance program:
    - i) Choose the option from the dropdown; TANF, SNAP, FDPIR
    - ii) Enter their case number provided by the state

- (1) Select the Continue button to go to the next step.
- (2) Press the Back button to return to the last step.
- (3) Or use the Save and Go to my PaySchools Central Dashboard link to save the application and return to PaySchools Central.



- c) If they are NOT part of a state assistance program.
  - i) Choose whether they are a Special Situation. If they have a Special situation, choose the option from the dropdown; homeless, Migrant, Runaway.



- ii) If the student has Income, select the income box to display the income fields;

- (1) Enter income from Work, Welfare/Child Support/Alimony (Gross) and the frequency of the income from the dropdown.
  - (2) Enter income from Pension Retirement, SSI, VA, SS (after taxes).
  - (3) Enter other income that was NOT entered from the above such as PFD in Alaska (after taxes).
  - (4) You MUST complete the amount field for each income type you select, for the continue button to be enabled.
- d) Continue to the next step:
- i) Select the **Next** button to go to the next step.
  - ii) Press the **Back** button to return to the last step.
  - iii) Use the **Save and Go to my PaySchools Central Dashboard** link to save the application and return to PaySchools Central home screen.

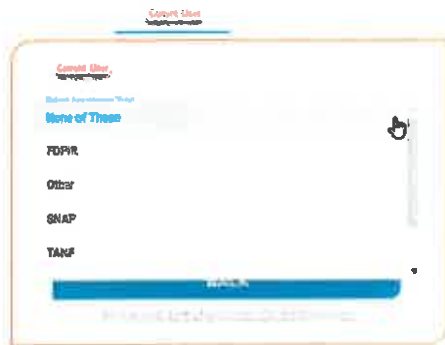
## Add\Verify Members

- 9) **Verify and Add members:** Please read the information on what is considered a member.

- a) You, the user completing the application, will automatically be added to the application as a member.
- b) Members from last year's application, matched from your email, will automatically be added.
  - i) Remove members if they are no longer in your household.
  - ii) Add all members to your member list using the **Add Member** button.



- c) Continue to the next step:
  - i) Select the Continue button to go to the next step.
  - ii) Or press the Back button to return to the last step.
  - iii) Or use the Save and Go to my PaySchools Central Dashboard link to save the application and return to PaySchools Central.
- 10) Member Assistance: You will also need to enter assistance details or income for members of your household.
  - a) If they NOT part of a state assistance program:
    - i) Choose None of these from the dropdown options and to move on to the income section
  - b) If they ARE part of a state assistance program:
    - i) Choose the option from the dropdown; TANF, SNAP, or FDPIR.



- ii) You will then be prompted to enter your student's case number provided by the state.
- c) If they are NOT part of a state assistance program and has income. Enter income amounts and the frequency; weekly, every two weeks, monthly, or annually if that option is available for your District.
  - i) Check the income box and enter the member's Income.
    - (1) Enter income from Work, Welfare/Child Support/Alimony (gross) and the frequency of the income from the dropdown.
    - (2) Enter income from Pension Retirement, SSI, VA, SS (gross)

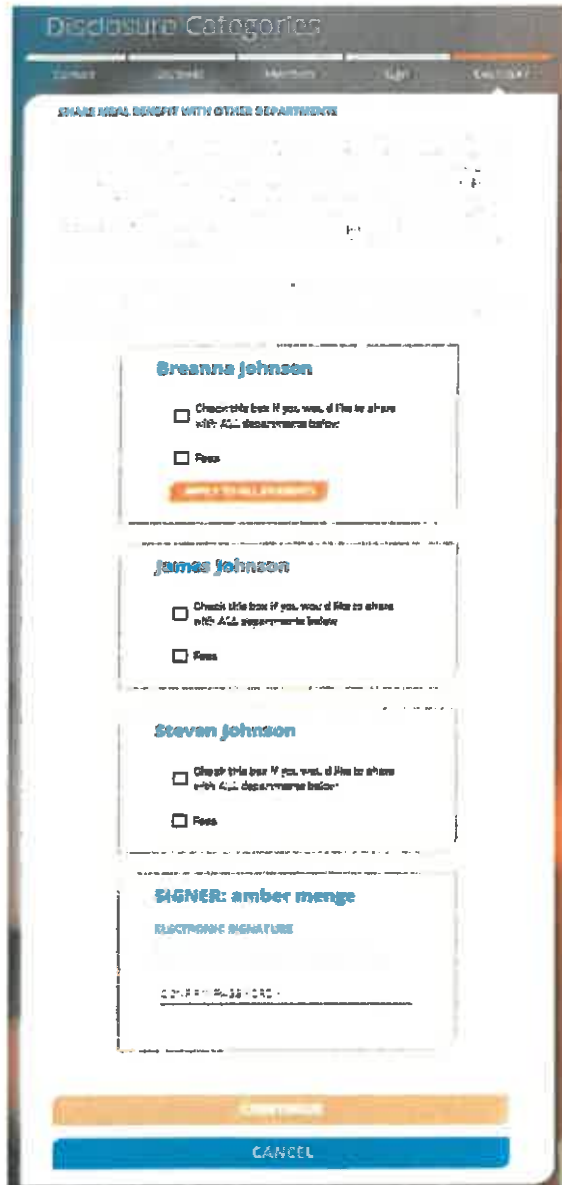
- (3) Enter other income that was NOT entered from the above such as PFD in Alaska (gross).
- (4) You MUST complete the amount field for each income type you select, or the continue button will not be enabled.
- d) Continue to the next step:
  - i) Select the Continue button to go to the next step.
  - ii) Press the Back button to return to the last step.
  - iii) Or use the Save and Go to my PaySchools Central Dashboard link to save the application and return to PaySchools Central.
- 11) Statements:
  - a) Read the Use of Information and USDA Non-Discrimination statements
  - b) Continue to the next step:
    - i) Select the Continue button to go to the next step.
    - ii) Press the Back button to return to the last step.
    - iii) Use the Save and Go to my PaySchools Central Dashboard link to save the application and return to PaySchools Central.

## Review and Sign Application

### 12) Summary and Review:

- a) Review all member and student details:
    - i) Ensure all income and assistance types have been entered
    - ii) If any details were missed or need to be changed, click on the **Edit** link, to be directed to the student or member assistance screen to make changes. Once done, you will be redirected to this page to review again or can use the buttons at the bottom to navigate through the application again.
  - b) Read the "I certify" message and agree that all information provided is correct
  - c) Continue to the next step:
    - i) Select the **Continue** button to go to the next step.
    - ii) Or press the **Back** button to return to the last step.
    - iii) Or use the **Save and Go to my PaySchools Central Dashboard** link to save the application and return to PaySchools Central.
- 13) Sign your application and give demographic data
- a) Demographics data is optional and may show or may not show based on your school districts state requirements.

- i) Choose between 'Hispanic or Latino' or 'Not Hispanic or Latino'
  - ii) Choose from other demographics for additional details.
- b) Enter the last 4 digits of your Social Security Number (SSN) or select the No SSN\Not applicable if you do not have a SSN.
  - c) Enter your PaySchools Central Password.
  - d) Continue to the next step:
    - i) Select the **Sign** button to complete the application and to go to the next step.
    - ii) **Back** button to return to the last step.
- 14) If applicable and set up by your school: The next step is to complete disclosure choices. This option is to share your student's meal benefit with other departments your school has designated, which can reduce fee costs.

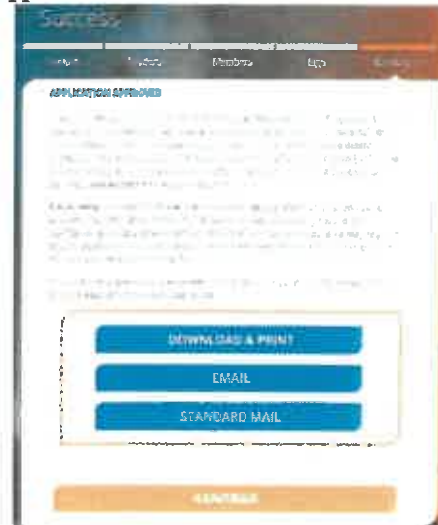


- a) Select the School Departments:
  - i) To share the benefit with for each of your students individually.
  - ii) Or select the Check this box if you would like to share with ALL department's checkbox for each of your students
- b) Enter your PaySchools Central Password
- c) Continue to the next step:
  - i) Select the Sign button sign the application and to go to the next step.

- ii) Or press the Back button to return to the last step.

### Get Determination Letter

- 15) Get your determination letter
  - a) If your school automatically approves applications:



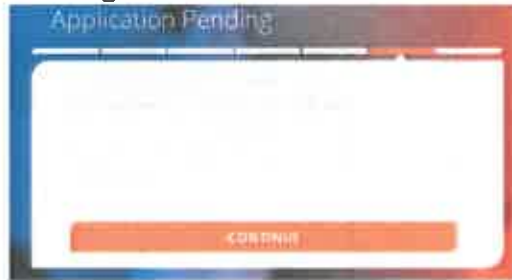
- i) Get your application via three options, note that you can do all three options if you choose.
  - (1) Download and print: Download your determination letter immediately.

Do you want to open or save Determination06h.pdf (276 KB) from cbarnid@school.com?

- (2) Email: Send the determination letter to your email in PDF
  - (3) Standard Mail: You can choose to have the determination letter sent to you from the school district via mail. Please note this will take time for the district to print and mail to you and is NOT the preferred method of delivery.
- b) If your school does NOT automatically approve applications:
    - i) You will be notified that the application is pending approval and your preferred contact method will be used to send your letter once approved.



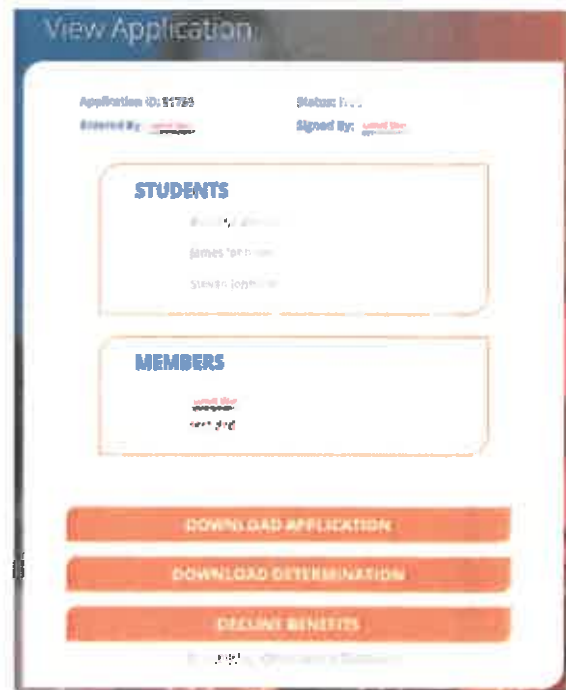
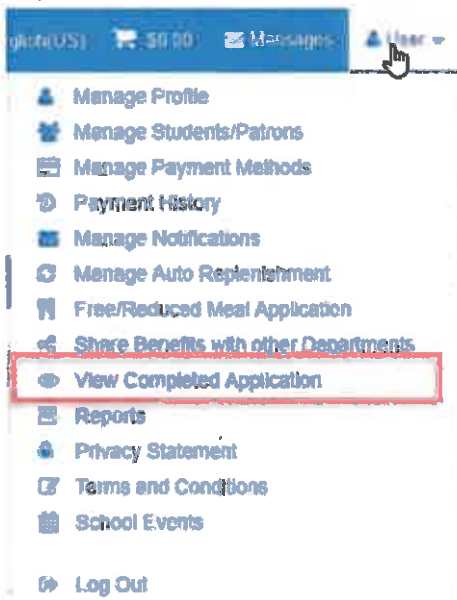
- ii) If changes are needed for your application to be approved, an email will be sent and a screen popup in PaySchools Central will be shown.
- iii) In both cases, you will be instructed to return to your application to make changes and resubmit.



- c) Continue to the next step:
  - i) Select the Continue button to go to the next step.

### Review Completed Applications

- 1) You can view the current application from the View Completed Application option in the User Menu:



- 2) Download Application: Application details can be downloaded in PDF
- 3) Download Determination: Determination letter can be downloaded in PDF
  - a) Decline benefits: If your income situation changes and you no longer wish to use Free or Reduced-price meals or apply the status for a reduction in fees.
    - i) Declining benefits will cause the application to be removed and your student's meal status reset to full pay.
    - ii) You can always submit a new application to re-apply for benefits at any time through the school year.
    - iii) Confirmation regarding Declining Benefits is shown:

