

Instructions for Online Purchasing of School Fees and Lunch Money Deposits with PaySchools & School Dining

Contact onlinepayments@gilbert.k12.ia.us or 515-232-3740 with questions.

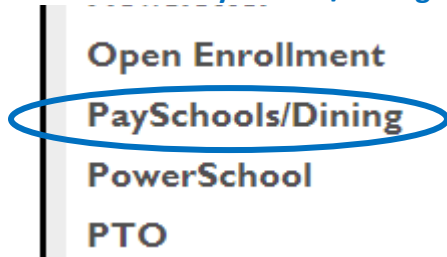
There are two sets of instructions on this document. The first set of instructions helps you set up your PaySchools account for the first time. The second set helps you complete purchases.

Step 1: TO SET-UP YOUR ACCOUNT FOR THE FIRST TIME:

1. Go to the Gilbert CSD website: www.gilbert.k12.ia.us
2. Click on "District" along the top menu



3. Click on PaySchools/Dining on the left menu



4. Preview information and then click on Make Online Payments

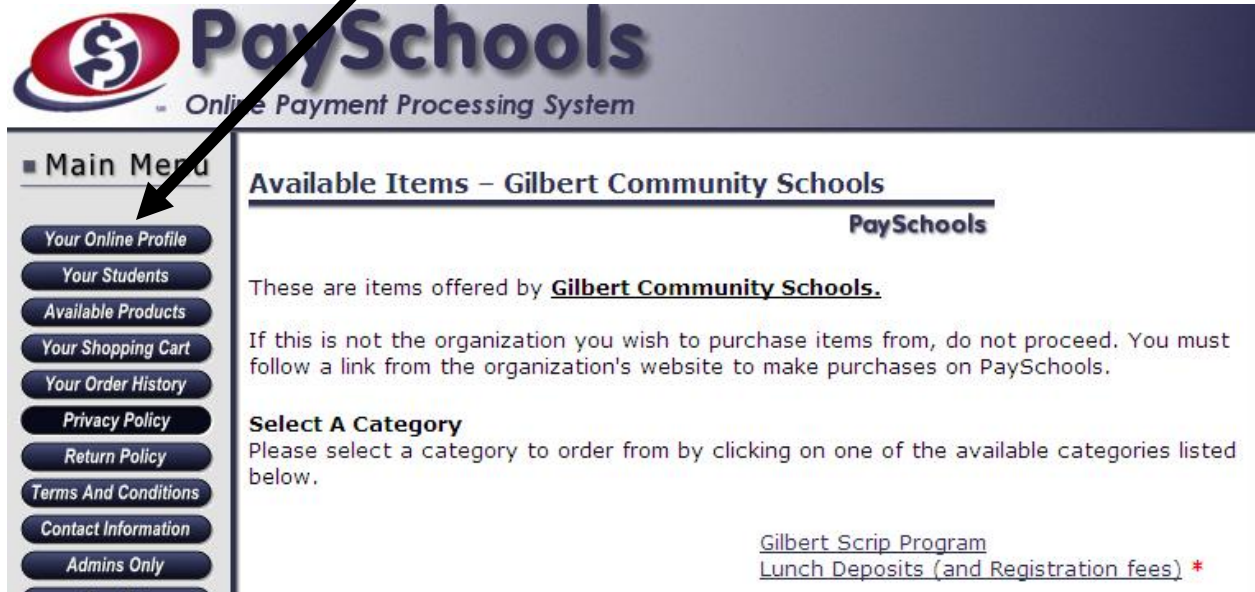
PaySchools/School Dining

How It Works

- 1) If we have your e-mail address on file (NOT on the school alerts e-mail list), you will receive an e-mail containing your family's account number and password.
- 2) Click on the [Make Payments Online!](#) link below. You will be directed to the School Dining System portal, where you will be able to pay all registration fees. Click on the Lunch Deposits (and Registration Fees) link to proceed with paying registration fees.



5. Click on Your Online Profile on the left menu



PaySchools
Online Payment Processing System

Main Menu

- Your Online Profile
- Your Students
- Available Products
- Your Shopping Cart
- Your Order History
- Privacy Policy
- Return Policy
- Terms And Conditions
- Contact Information
- Admins Only

Available Items – Gilbert Community Schools

PaySchools

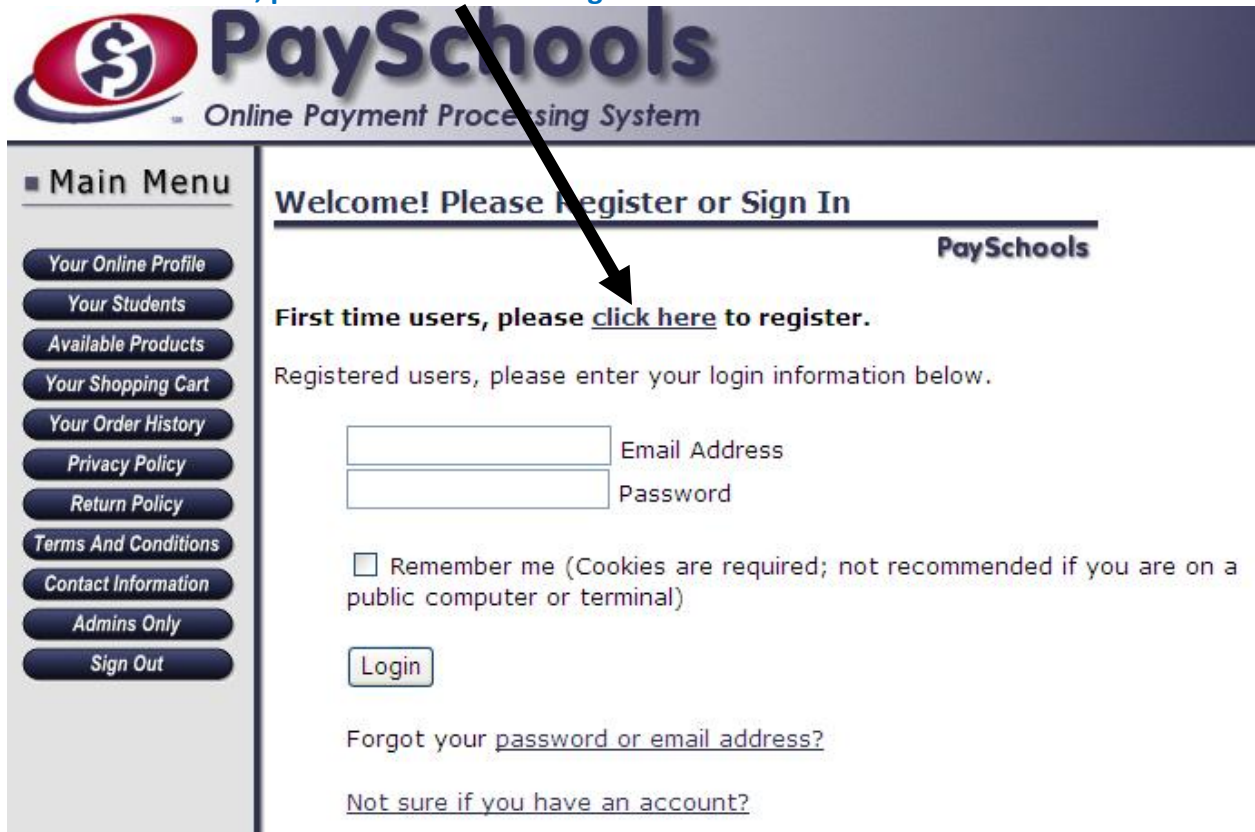
These are items offered by **Gilbert Community Schools**.

If this is not the organization you wish to purchase items from, do not proceed. You must follow a link from the organization's website to make purchases on PaySchools.

Select A Category
Please select a category to order from by clicking on one of the available categories listed below.

[Gilbert Scrip Program](#)
[Lunch Deposits \(and Registration fees\) *](#)

6. First time users, please “click here” to register



PaySchools
Online Payment Processing System

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- Sign Out

Welcome! Please Register or Sign In

PaySchools

First time users, please [click here](#) to register.

Registered users, please enter your login information below.

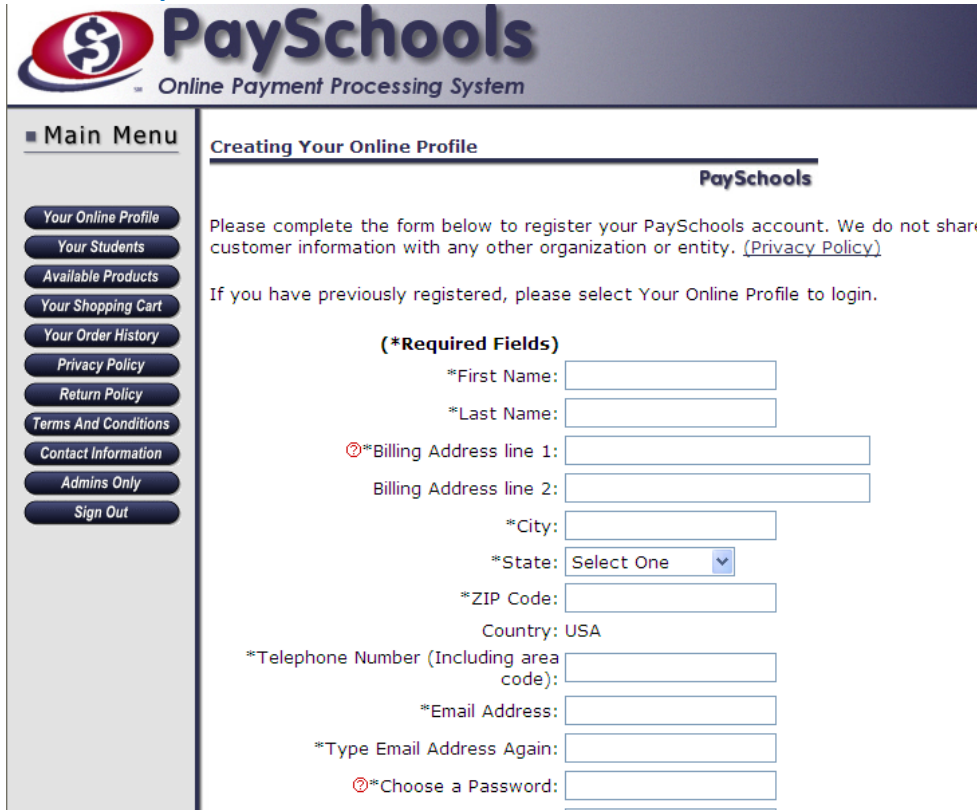
Email Address
 Password

Remember me (Cookies are required; not recommended if you are on a public computer or terminal)

Forgot your [password](#) or [email address](#)?

[Not sure if you have an account?](#)

7. Complete the information and submit



PaySchools
Online Payment Processing System

■ Main Menu

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Creating Your Online Profile

PaySchools

Please complete the form below to register your PaySchools account. We do not share customer information with any other organization or entity. ([Privacy Policy](#))

If you have previously registered, please select Your Online Profile to login.

(*Required Fields)

*First Name:

*Last Name:

Ⓜ *Billing Address line 1:

Billing Address line 2:

*City:

*State:

*ZIP Code:

Country: USA

*Telephone Number (Including area code):

*Email Address:

*Type Email Address Again:

Ⓜ *Choose a Password:

Once this is completed, return to the PaySchools/Dining link from the Gilbert website to make purchases.

Step 2: TO MAKE PURCHASES:

1. Click on the PaySchools/Dining link from the District menu of the Gilbert CSD website (see steps 1-3 above)

2. Click on Make Online Payments

PaySchools/School Dining

How It Works

1) If we have your e-mail address on file (NOT on the school alerts e-mail list), you will receive an e-mail containing your family's account number and password.

2) Click on the [Make Payments Online!](#) link below. You will be directed to the School Dining System portal, where you will be able to pay all registration fees. Click on the Lunch Deposits (and Registration Fees) link to proceed with paying registration fees.



3. This window opens:

The screenshot shows the PaySchools website header with the logo and the text "Online Payment Processing System". Below the header is a "Main Menu" with buttons for "Your Online Profile", "Your Students", "Available Products", "Your Shopping Cart", "Your Order History", "Privacy Policy", "Return Policy", "Terms And Conditions", "Contact Information", "Admins Only", and "Sign Out". The main content area is titled "Available Items – Gilbert Community Schools" and features a "PaySchools" logo. It contains the following text: "These are items offered by Gilbert Community Schools. If this is not the organization you wish to purchase items from, do not proceed. You must follow a link from the organization's website to make purchases on PaySchools." Below this is a section titled "Select A Category" with the instruction: "Please select a category to order from by clicking on one of the available categories listed below." A list of categories is shown, with "Lunch Deposits (and Registration fees) *" highlighted by an arrow. A footnote at the bottom states: "* Categories marked with an asterisk (*) offer automatic updates. Clicking that category will direct you to the parent portal for that program. After you make your selection, you will be directed to the PaySchools site to complete the purchase."

4. Click on Lunch Deposits (and Registration Fees)

5. This School Dining window opens.

The banner features a logo on the left with a plate of food and the text "School Dining System". On the right, a red banner reads "Welcome to the School Dining System". Below this, it says "Developed by Information Services USA" with a logo.

Please sign in to the School Dining System

Please enter your username and password below.

Need help? Read our [frequently asked questions](#).
If you need further assistance, please [contact us](#).

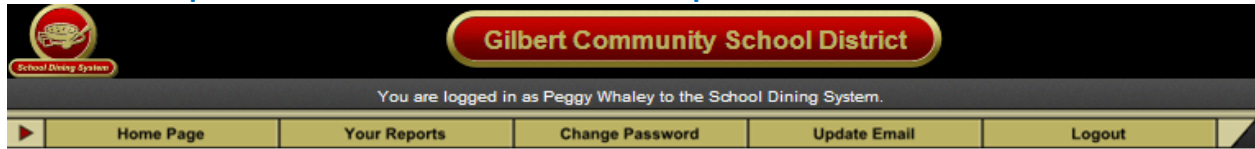
Username: (this is your family account number)

Password:

[Forget your username or password?](#)

6. Enter your username (family account number) and password. These are both assigned by the district and information is emailed or mailed to the parent/guardian. The password can be changed once you log into the system.

7. Click "Sign In" (If you have forgotten the username or password, click on the text "Forget your username and password?" for assistance.)
8. From this screen, you can add money to your lunch account (see number 10 below); set a low balance warning level, update information, and/or set spending caps for breakfast and lunch and put blocks on breakfast and a la carte purchases



Welcome to the School Dining System

Need help? Read our [frequently asked questions](#).

Free and reduced meals are available. [Find out if you qualify](#)

Peggy Whaley (Peggy Whaley Family)

Your family account number is

Under this account: **Peggy Whaley**

Your account balance is

You have the option of making purchases for items other than lunch. [Click here](#) for more information

Would you like to receive your low balance notices sooner than you do?
If so, you may [set your own low balance warning level](#)

Address:

E-mail: [Update your email address](#)

Your family balance is

[Add money to this account through PaySchools.com](#)

Gilbert Community School District allows you to set spending caps for breakfast and lunch and put blocks on breakfast and a la carte purchases for each student on your account. If you would like to edit these settings, [click here](#).

If you believe you have found an error in any of the above information, you may [contact us](#).

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9. You cannot pay school fees here but you can **CLICK On the text: You have the option of making purchases for items other than lunch. Click here for more information** to move into PaySchools and pay school fees.

10. **Let's now add money to this lunch account.** Click on "Add money to this account through PaySchools.com"

11. Click on the "Buy Online" text to move to the next screen

You can add money to SDS account at now at PaySchools.com

NOTE: To add money for a different SDS account, you need to click this link to [log out](#), then sign back in with the new account ID, and return to this page. Assuming you do not close your browser during this process, any cart items already stored for you at PaySchools.com **will** still be there when you add more items from other SDS accounts.

Please be aware that your PaySchools login information **IS NOT** the same as your SDS login. They are separate systems and therefore do require a separate log in. If you do not remember your PaySchools password look for the link on PaySchools to have it emailed to you. The staff at Gilbert Community School District do not have access to your PaySchools log in information.

The following items are currently available...

Lunch Deposits	Price: Click link, then enter amount Buy Online
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12. This screen opens: **NOTE: You are now in PaySchools and have moved out of school dining system.**

PaySchools
- Online Payment Processing System

■ Main Menu

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Please Indicate A Dollar Amount Below

PaySchools

The item you are purchasing, Lunch Deposits, requires you to enter the dollar amount. Please enter the dollar amount you are paying on this item in the box below.

Amount You Are Paying:

13. Enter the amount you wish to deposit to the LUNCH account. Then **CLICK** on Set Payment Amount

14. This screen opens:

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Your Shopping Cart

PaySchools

Add more items by selecting from the menu to the left. Remove items by setting the Quantity to "Delete" and updating.

Some items may need to have a student associated with them. To assign multiple students to a single item, add the single item to your cart multiple times. Any item marked as "locked" cannot be adjusted here.

When you're ready to check out, just click the blue button at the bottom of this page. [Click here to add more items.](#)

Category	Item Name	Price	Quantity
Lunch Deposits (and Registration fees)	Lunch Deposits	\$10.00	1

[Update Quantities](#)

Grand Total: \$10.00

[Continue Shopping](#)

[Check Out](#)

GoDaddy.com
SECURE WEB SITE
VERIFY
AUG 3 2010 17:59:52

15. Let's check out from here by clicking on the check out button.

16. This screen appears. Enter in your email address and password (set-up by you when you created your account)

PaySchools
- Online Payment Processing System

Main Menu

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Welcome! Please Register or Sign In

PaySchools

First time users, please [click here to register](#).

Registered users, please enter your login information below.

Email Address

Password

Remember me (Cookies are required; not recommended if you are on a public computer or terminal)

[Forgot your password or email address?](#)

[Not sure if you have an account?](#)

GoDaddy.com
SECURE WEB SITE
VERIFY
AUG 3 2010 18:00:59

17. NOW, follow the payment prompts and links and enter the appropriate payment method of your choice.

PaySchools
- Online Payment Processing System

■ Main Menu

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SECURE WEB SITE
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Checkout: Pyschools Accepts Check or Credit/Debit Card Payments

PaySchools

Please verify that the information below is correct.

Your Billing Address: (change)

Peggy Whaley

Category	Item Name	Purchased For	Price	Qty
Gilbert Community Schools	Lunch Deposits (and Registration fees)	Lunch Deposits	\$10.00	1
			District Subtotal	\$10.00
			District Convenience Fee	\$0.00
			District Total	\$10.00

Grand Total: \$10.00

Pay By Check (Complete Form Below) Pay by Credit Card or PayPal (Click Here)

You may pay by check, credit card, or PayPal.

JOHN OR JANE DOE
1234 Some Street, 123-456-7890
Hometown, IA 59885

Bank Routing Number: 4857

Date: _____

Pay to the order of: _____ \$ _____ Dollars

Bank of your Choice
5 Bank Building
Downtown Iowa

Bank Account Number

Memo: |026353253| |0028071077345| |* 04857

Bank Routing Number

Bank Account Number

Re-Enter Account Number

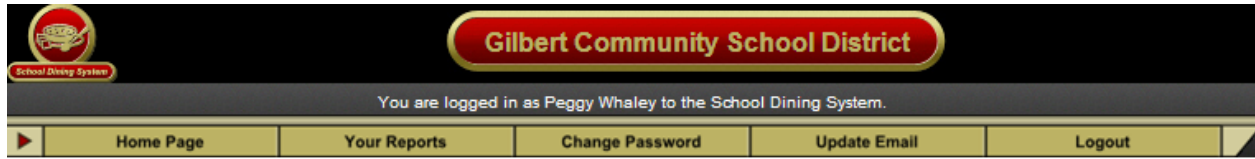
Special comment or instructions (450 characters max - optional)

Pay Now by E-Check

Do not click more than once. The order confirmation page may take a few seconds to load.

18. Be sure to exit out of PaySchools and the Dining System sites when you are finished.

19. Let's now go back to the Dining System page where we can pay School Fees.



Welcome to the School Dining System

Need help? Read our [frequently asked questions](#).

Free and reduced meals are available. [Find out if you qualify](#)

Peggy Whaley (Peggy Whaley Family)
 Your family account number is
 Under this account: Peggy Whaley
 Your account balance is

You have the option of making purchases for items other than lunch. [Click here](#) for more information

Would you like to receive your low balance notices sooner than you do?
 If so, you may [set your own low balance warning level](#)

20. Click on the "Click Here" to pay fees and purchase items other than lunch.

21. A screen similar to this one opens listing all the items you can purchase for each child as well as optional items for adults.



Online Ordering

Please check the box next to items you would like added to your purchase today. [See cart](#) | [History](#)

Items associated with <input type="text"/>			
Item	Price	Description	Add To Cart
Activity Pass 2010-11 (Optional)	\$40.00		Add
HS Band Uniform 2010-11 (required if in band)	\$10.00		Add
HS Vocal Robe 2010-11 (required if in choir)	\$10.00		Add
HS Yearbook 2010-11 ENGRAVED	\$53.00		Add
HS Yearbook 2010-11 UNENGRAVED	\$45.00		Add
Jr/Sr After Prom Donation 2010-11	\$30.00		Add
Padlock 2010-11 (optional)	\$7.00		Add
Textbook Fee 2010-11 (required)	\$70.00		Add
Items associated with <input type="text"/>			
Item	Price	Description	Add To Cart
Activity Pass 2010-11 (Optional)	\$40.00		Add
Middle School Yearbook 2010-11	\$10.00		Add
Padlock 2010-11 (optional)	\$7.00		Add
Textbook Fee 2010-11 (required)	\$70.00		Add
Items associated with <input type="text"/>			
Item	Price	Description	Add To Cart
Elementary Yearbook 2010-11	\$10.00		Add
HS Yearbook 2010-11 ENGRAVED	\$53.00		Add
HS Yearbook 2010-11 UNENGRAVED	\$45.00		Add
Middle School Yearbook 2010-11	\$10.00		Add
Other items available			
Item	Price	Description	Add To Cart
ADULT Activity Pass 2010-11	\$80.00		Add

If you have any questions please contact Johna Clancy. They can be reached at 615.232.3740. Their email address is onlinepayments@gilbert.k12.la.us

22. Select the items you wish by clicking on the "Add" text. The item will be added to your cart.

23. You will see a screen like this one when you have finished adding items to your cart.



Online Ordering

Your shopping cart appears below. To add more items, please [click here](#) | [See history](#)

Item	Account / For	Price	Options
Elementary Yearbook 2010-11	Peggy Whaley	\$10.00	Remove
ADULT Activity Pass 2010-11	Peggy Whaley	\$80.00	Remove
Cart Total		\$90.00	

*Any items marked with a * symbol were sold at a school and while you may opt not to purchase them at this time, they will remain on your "buy" list until they are paid for.

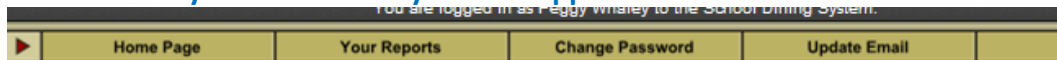
Ready to check out?

IMPORTANT: Once you proceed beyond this point, your cart will be **locked** and you will **not** be able to make changes without starting over.

If you are **sure** you are ready to begin the checkout process, [click here](#) to continue.

24. When you are ready to check out, click on **this text**

25. A summary of the items in your cart appears:



Online Ordering

Your finalized shopping cart appears below.

Item	Account / For	Price	Options
Elementary Yearbook 2010-11	Peggy Whaley	\$10.00	Locked
ADULT Activity Pass 2010-11	Peggy Whaley	\$80.00	Locked
Cart Total		\$90.00	

Ready to check out?

Click the Pay Now button to proceed to PaySchools. When you arrive, either log in or create a PaySchools account if you do not already have one.

Pay Online at PaySchools

Click the button above to go to PaySchools and purchase these items.

Made a mistake?

[Click here](#) and you can start again.

26. To check out, click on **Pay Online at PaySchools**. Follow the check-out steps outlined previously.