Step-by-Step
Getting started with e~Funds for Schools

e~Funds for Schools
Powered by Magic-Wrighter

CREATING A NEW ACCOUNT

1. Visit the website that was provided to you by your school district

2. Click on **Register Here**

3. Provide requested information

4. Click **Sign Up!** after you have read and agreed to the Terms of Service and Privacy Policy

5. You will be brought to the Student Management web page

6. Use the Student Number you school has provided, along with your student's last name. Click **Add**.

7. Once all students have been added, click **Continue** or **Continue to Account Overview**.

MAKE A PAYMENT

1. Sign into your account

2. Under **Payment Options**, click **Make a Payment**

3. Enter your Checking Account OR Credit/Debit Card information

4. Click **Save**

5. Return to Payment

VIEW PAYMENT HISTORY

1. Sign into your account

2. Under **Payment Options**, click **View Payment History**

3. Your past 30-day history will be displayed

4. Click the drop down menu on the right to view payments for your current or previous school year

SCHEDULE PAYMENTS

1. Sign into your account

2. Under **Payment Options**, click **Make a Payment**

3. Select the student for whom you wish to make a payment

4. Enter the dollar amount you would like to deposit for each student

5. Select the date on which you would like to make your payment

6. Click **Continue**

7. Verify your payment information is correct and accept convenience fee(s)

8. Click Submit

9. Print receipt for your records

ADD LOW MEAL BALANCE PAYMENTS

1. Sign into your Account

2. Under **Account Settings**, click **Student Management** and select **Low Meal Balance**

3. Enter a Minimum Balance and Replenish dollar amount

4. Check the box under **Notice** to receive emails when your student's account is low

5. Check the box under **Auto Replenish** to automatically have the **Replenish Amount** added to your student's account when the balance is low.

6. Click **Apply Low Meal Balance Settings**