

E-Funds Payments On-line

E-funds Fees:

1. E-Check payments= \$1.50 per transaction
2. Credit Cards= \$2.95 per \$100 (i.e. \$135.00 would be a \$5.90 transaction fee)

To Access E-funds/Create Account:

Go to: <https://payments.efundsforschools.com/v3/districts/55385/>

b. **OR** Go to: www.avon-schools.org

- i. Parents
 - ii. Quicklinks: E-funds for Schools
1. To create a new user account go to "Create an Account" and enter your contact information then hit "Create Account." (Note: if you get an error creating an account or adding a student, it may be browser related)
 2. To add students, go to "Manage Students" and enter your child's/children's last name **and** full phone number on-file (i.e. 317-111-5555) **or** their student number.
 3. To enter banking or credit/debit card information, go to "Payment Settings" and "Payment Methods." You will be able to set up recurring payments, if you choose to do so.
 4. You should print your receipt from E-funds. You will also be sent a notice of payment to your e-mail account. You will be able to contact E-funds directly from your e-mail confirmation if you have any concerns or comments regarding payment or your account. You may also contact e-funds by email at efs@magicwriter.com.)

To Make One-Time Payments:

1. Select "Make a Payment"
2. Select "Student Fees"
3. Click the arrow next to the child you are paying for (You'll see the amount due
 - a. Full Payments:
 - i. Select blue "Add All Fees" button at the bottom of the list
(As fees are added to the cart the "Student Fee Total" total will increase)
 - ii. If you decide to make a partial payment instead, Go to "Cart," on the right side of the screen, and click the "X" next to the fee being removed.
 - b. Partial Payments:
 - i. Click on Fee being paid
 - ii. Enter the amount of partial payment (To add additional fees, repeat steps)
 - iii. Select "Add to Cart"
 - iv. To remove a fee from payment, Go to "Cart," on the right side of the screen, and click the "X" next to the fee being removed.
4. To add more than one student payment, click "Back to Students" at the top of the page. Select student and repeat steps.
5. When you're finished adding fees, select "Begin Checkout" and go through the process.

To Make Recurring Payments:

1. Select "Make a Payment"
2. Select "Student Fees"
3. Select the fee (i.e. Full Day Preschool Program)
4. Enter the amount being paid instead of default amount shown (usually 0.00 or the full amount due for the payment item)
5. Click "Add to Cart"
6. For additional students: Click "Back to Students," at the top of the page. Select student and repeat steps.
6. Review payments in Cart and the select "Begin Checkout"
7. Confirm Payment Page
 - i. Method- make sure correct type of payment direct debit or credit card
 - ii. Date- Edit and enter the 1st Day of payment
 - iii. Recurring Payment Arrangement:
 1. Frequency- Choose how often you'll be making payment (i.e. monthly, biweekly)
 2. Number of Payments- Enter number of times for recurring payment
(*Review the schedule and final payment and make sure correct or edit)
 3. When correct, Select "Confirm"
8. Review your scheduled payment then click "Schedule Now"
9. You'll be given Reference Number. You will also be sent a notice of payment to your e-mail account. You will be able to contact E-funds directly from your e-mail confirmation if you have any concerns or comments regarding payment or your account. You may also contact e-funds by email at efs@magicwriter.com.)