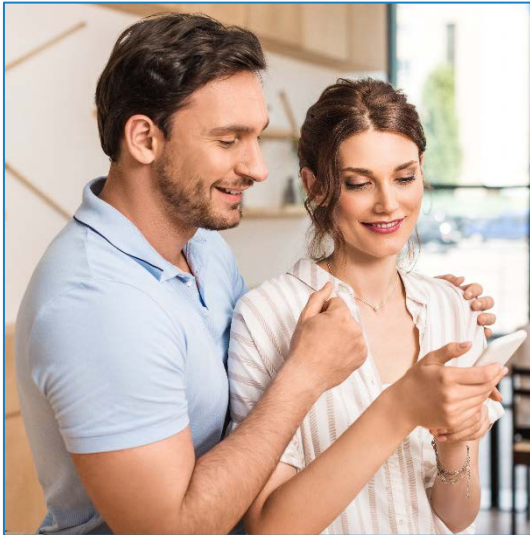


Step-by-Step Guide for Parents

Getting started with e~Funds for Schools Mobile Website



CREATING A NEW ACCOUNT

1. W.C.Griggs Website- E-Funds is located at the top of page.
2. Click on **Create an Account**.
3. Provide Requested Information.
4. Click **Create Account**.



ACCOUNT MANAGEMENT – STUDENTS

1. Log into your account.
2. Select **Manage Students** under **Manage Account**.
3. Enter student Last Name and Student S#.
4. Select **Add Student(s)**.
5. Repeat steps 2-4 to add additional students.



ACCOUNT MANAGEMENT - PAYMENT INFORMATION

1. Log into your Account
2. Select **Payment Methods** under **Payment Settings**.
3. Select **New Credit Card** or **New Direct Debit** to add new payment information.
4. After entering all required information, read Consent and select **Add** to save information to account.

MAKE A PAYMENT

1. Select Pay for Optional Fees.
2. Select student.
3. Enter amount of payment.
4. Select **Begin Checkout**.
5. Choose payment method or enter new method.
6. Review items and total.
7. Select **Pay Now**

