



## [YOUR SCHOOL] DISTRICT'S ONLINE FORMS INSTRUCTIONS

Click on the payschools.com forms link from [your school districts] website.

<https://yourschool.payschools.com/>



For parents who have not already created a parent account for forms, you should create a parent account. To do this, click the Registration button and follow the prompts. You will need your student's ID (same as lunch number) and will need to enter first and last name.

If you already have a parent account for forms, login to your existing parent login. If you don't remember your password, you can click Password Recovery.

Anywhere USA

**PaySchools Admin**

Select the type of user you would like to register.

I am a:   
-Select-  
Student  
Parent

Back to Sign In

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**PaySchools Admin**

Your First Name:

Your Last Name:

Email Id:

Password:

Confirm Password:

Security Question:

Security Answer:

Confirm Answer:

Password must contain a number, a lowercase letter, an uppercase letter, and be between 8 and 20 characters long.

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Once you have logged in you will see the following screen with your students listed. If you have just created an account or don't see your student listed, click the Add student button at the bottom left corner of the screen. You will then be asked to enter the Student ID, First and Last Name of the student.

Choose Enter Forms to enter or update forms.

**PaySchools Admin** Anywhere USA  
User: john.smith

Home Help Logout


Welcome to the Parent and Student Portal

Student Id	Last Name	First Name	Middle Name	Grade	Birth Date	School
No records to display.						

Please be sure to add all your current students using the Add Student button prior to continuing.

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Once you have clicked Enter Forms, you should see your student(s) in a blue box. Click the name of your student to begin or edit a form.  Click Fill Out Forms to enter a form for the first time.

**If you have previously entered a form** and clicked sign and submit, you will see the form under the Signed Programs section. You can click on the pencil icon to review or update your information. You can click on the download arrow to download a copy of your completed form.

Click the arrow to download a copy of the form

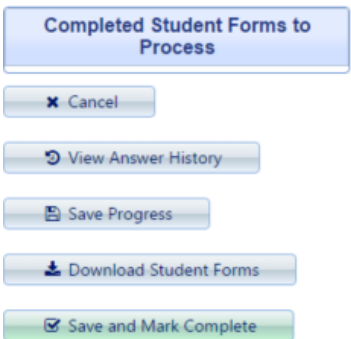
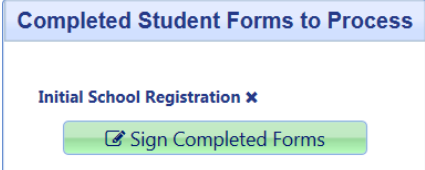

▼ **Signed Programs**



Initial School Registration

Click the pencil to edit a form

Fill out each section of the form completely. You will see a green check at the top of each section when you have entered all required information.

<p>When you have filled in all answers and each section has a green checkmark, click on "Save and Mark Complete"</p>	<p>Once you save and mark complete you will see the following screen. You need to click Sign Completed Forms.</p>	<p>Enter your initials and then click Submit Forms</p>
		

If your form is associated to a fee you will receive an email with a remit payment link.

Support Videos: There are videos you can view about the different features of Forms by PaySchools.

[Forms by PaySchools Walk Through](#)

[https://www.payschools.com/wp-content/uploads/2017/05/2017\\_0505\\_Forms\\_by\\_PaySchools\\_Walkthrough\\_Final\\_web.mp4](https://www.payschools.com/wp-content/uploads/2017/05/2017_0505_Forms_by_PaySchools_Walkthrough_Final_web.mp4)

**Contact Us:** For assistance, please contact our support team at [support@payschools.com](mailto:support@payschools.com) or call us at 800-669-0792 between the hours of 8:30 a.m. to 7:30 p.m. ET Monday-Friday.