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Dear Parents/Guardians,

Online payments are available through e~Funds for Schools! This service allows you to make payments on behalf of your student(s) for lunch account deposits and student fees.

How do I get started?

Visit www.newlondon.k12.wi.us and *select* the e~Funds tab at the top of the web page.

1. Click on "Register Here" under New Users
2. Under "Sign Up!" enter the requested information.
3. You will be brought to the Student Management webpage
4. Use your Family Number or Student Number along with your student's last name. *Select* "Add"
5. Once all students have been added, *select* "Continue to Account Overview"

Will this cost me anything?

No cost **if you pay by check through EFunds, just enter your routing number and account number.**

There is a small convenience fee associated only with debit/credit card payments: \$2.65 (per \$100) for using your credit/debit card.

What if I can't find my family or student's ID number?

You will be able to find your family or student's ID number in a couple different places:

1. Student Number can be found by logging into Skyward Family Access Account – Click "student info" – Other Id is the student number
2. Family Number can be found by logging into Skyward Family Access Account – Click "student info" – view "student's name" family
3. Call the School office or the District Office.

How do I make a payment?

First, you will need to sign in to your e~Funds for Schools account.

1. Under "Payment Options," *select* "Make a Payment"
2. Enter your Checking Account and/or Credit/Debit Card information – *select* "Save"
3. *Select* "Return to the Payment"
4. Choose student(s) and/or item(s) you would like to pay for – *select* "Continue"
5. Verify your payment information is correct and accept convenience fee(s)
6. *Select* "Submit" and print the receipt for your records

Can I set up Recurring Payments?

You can schedule pre-authorized payments to add a specific dollar amount to your student's account at a frequency that works best for you. To schedule pre-authorized payments:

1. Sign in to your account
2. Under "Payment Option," *select* "Schedule a Pre-Authorized Payment"
3. Select the student you wish to schedule payments for
4. Enter the dollar amount you would like to deposit for each student
5. Select the date in which you would like to start your payments
6. Choose the frequency in which you would like the dollar amount deposited
7. Select the last payment date
8. *Select* "Continue"
9. Verify your payment information is correct and accept convenience fee(s)
10. *Select* "Submit" and print the receipt for your records

What if I have more than one student in the District? Do I need an account for each child?

No, you can add each child to your one e-Funds for Schools account and make payments on behalf of all of them at the same time.

How will I know if my student's lunch account is running low?

You can set up Low Meal Balance alerts which will notify you of your child's lunch balance and can also deposit a dollar amount of your choosing into your student's account. You will be notified prior to the dollar amount being deposited into the account. To set up Low Meal Balance Payments:

1. Sign in to your EFunds account
2. Under "Advisory Services," *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 Minimum Balance is low.
6. *Select* "Apply Low Meal Balance Settings"
7. *Also through Skyward – Family Access – My Account (at the top)*

I can't remember my login information for the e-Funds for Schools Payment Portal.

If you aren't able to retrieve your login credentials using the "Forgot Password" and "Forgot Username" links on the Sign In page, please contact e-Funds for Schools at efs@mvpbanking.com.

Help! I'm on e-Funds for Schools' website and I'm having trouble.

For support, email e-Funds for Schools at efs@mvpbanking.com or *select* "Contact Us" from any e-Funds for Schools webpage.

Can I see any of my previous payments?

Yes, you can view payments for the current school year by:

1. Sign in to your account
2. Under "Payment Options," *select* "View Payment History"
3. Your past 30-day history will be displayed
4. *Select* the drop down menu on the right to view payments for your current school year

How quickly will money be deposited into my child's account?

Payments are posted in real-time and deposits should reflect in your child's lunch account immediately after it is submitted.