

School District of New London

DISTRICT ADMINISTRATION OFFICE

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EQUAL OPPORTUNITIES IN EMPLOYMENT - CURRICULUM - ACTIVITIES

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.

CREATING A NEW ACCOUNT

1. Click on **Create an Account**.
2. Provide Requested Information.
3. Click **Create Account**.

Will this cost me anything?

There is a small convenience fee associated with **credit/debit card** payments: \$2.95 (per \$100) for using your credit/debit card. **If you enter your checking account routing number and account number no fees will be charged.**

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

ACCOUNT MANAGEMENT – STUDENTS

1. Log into your account.
2. Select **Manage Students** under **Manage Account**.
3. Enter student Last Name and Family or Student ID#.
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 type of payment you would like to make.
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**.

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 account
2. Under “Payment Settings,” *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”

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.