

## EAST AMWELL TOWNSHIP SCHOOL

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Dear Parents & Guardians:

For those of you who are new to the East Amwell Township School and to those of you who have already seen this information but might need it as a reference, the following is important information regarding the point of sale (POS) system in the cafeteria. If you previously had an account in Payforit, you can use the same credentials to login to [www.payschoolscentral.com](http://www.payschoolscentral.com).

PARENTS/GUARDIANS - You will have access to the system to view your child's eating choices and check account balances. Navigate your web browser to [www.payschoolscentral.com](http://www.payschoolscentral.com) and follow the instructions. Select the "Register" option at the bottom of the sign in screen. The screens will guide you through the process to establish your account.

- You will be prompted to enter your contact data, a password, payment information, etc.
- You will need to indicate which student(s) to attach to your account. Students will be pre-loaded in the Payschoolscentral system. Payschools Central utilizes the same student ID used by Genesis, the school's student database. To find student ID numbers, log into the Parent Portal of Genesis, click on "select student" and you should see two identification numbers. The six digit student ID will be the one that you will use to register the student in the Payschools Central system, and the Pin number, which the student will use in the school cafeteria. Once all information is entered, Payschoolscentral will email a validation code for you to confirm the registration. Once confirmed you can begin using Payschools Central as often as you'd like.

You can fund your student's Point of Sale (POS) account in one of the following ways:

- 1) Send deposits directly to your school cafeteria. Checks/Money Orders are made payable to "East Amwell Township School." Please identify your payment with your child's name, grade and homeroom section for accurate processing.
- 2) On-line through your account in Payschools Central.

When choosing option (2), it is recommended that you take advantage of the "auto-replenishment" option, which allows you to set up a low balance threshold. It will automatically debit your bank account and replenish the balance when it gets too low.

While you will use Payschools Central to view account balances and see how your child is spending lunch money, payment on account through the Payschools Central system **is optional**. If you choose to use Payforit.net, you will incur a convenience fee which does not benefit Maschio's nor East Amwell Township School. There is an internet convenience fee **for credit card transactions** and for **ACH/Direct Bank Account** per transaction. Cash will continue to be accepted for payments on account; however, our hope is that many parents

appreciate the ease and convenience of pre-paying for their child's cafeteria purchases using either option 1 or 2.

Note that all funds left in your child's account at the end of the school year will be "rolled over" to the following school year. Please see the attached policy and procedures list for further information. If you have any questions, you may contact the *Danielle Civale, Cafeteria Manager* at [cafeteria@eastamwell.org](mailto:cafeteria@eastamwell.org) or *Heidi Gara, Business Administrator* at [hgara@eastamwell.org](mailto:hgara@eastamwell.org)

Sincerely,

*Heidi Gara*

Heidi Gara  
Business Administrator