

# How to Deposit Funds for Lunch Using PowerSchool and eFunds

1. Log in to your PowerSchool Parent account.
  - a. If you do not have a PowerSchool Parent account or need assistance, please contact your school.
2. Click 'Balance' from the menu on the left.
  - a. Make sure to copy down your Student's ID number to the right of his/her name. You will need it for a later step.
3. Click the 'Pay Fees or Fund Lunch with eFunds' button near the top right of the page.
4. If you do not already have an eFunds account set up, click 'Create and Account' from the menu on the left. (If you have previously set up an eFunds account, skip to the next step)
5. Click 'Login' from the menu on the left.
  - a. Enter your eFunds username and password. It is a good practice to make it match your PowerSchool Portal username and password.
6. If you have not yet added your students to your eFunds account, click 'Students' from the menu on the left. (If you have previously added your student(s) to eFunds, skip to the next step)
  - a. Under 'Add Students', type your student's Last Name in the top box, the Student ID number for step 2, and click the 'Add Student' button. You should see the student show up in the list to the left.
  - b. You can add additional students at this point as well if you know their Student ID number(s).
  - c. Once you've added all your students, click the 'Continue On Home' button near the middle of the screen.
7. Click the 'Fund Lunch' link near the top of the list.
  - a. Type in the amount you'd like to add next to each student, then click anywhere on a blank part of the page to get a Subtotal to the right.
  - b. Once you've added all the amounts, click the 'Begin Checkout' button near the right of the page.
8. Next, decide whether to pay using a New Credit/Debit Card or a New Direct Debit (eCheck).
  - a. For Credit and Debit Cards, the fee is \$2.65 per \$100 being deposited.
  - b. For Direct Debits (eChecks), the fee is \$1.00 regardless of the amount being deposited.
9. Follow the remaining directions to check out, pay, and make sure to return to the eFunds site at any time to see your student's Lunch Balance directly under their name.

