e-FUNDS FOR SCHOOLS: CREATING AN ACCOUNT

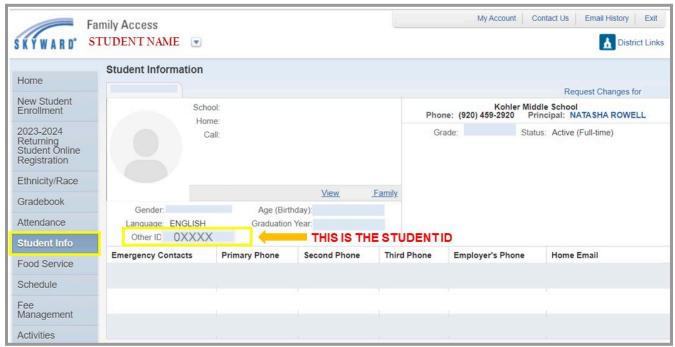
Kohler School District utilizes e-Funds for Schools as a 3rd party platform to allow families to make electronic payments for registration fees, school fees, lunch accounts and child care. Families must create an account in e-Funds in order to utilize this payment option.

If you do not have an e-Funds account, you will need to create one. Creating an e-Funds account requires the following items:

- Kohler School District Family ID number or the 5 digit Student ID number
- A credit card number or checking account number

Electronic payments made through e-Funds can be made the following ways:

- Credit card *
- 1. Find your Family and/or Student ID number in <u>Skyward Family Access</u> in *Student Info*. Student ID numbers are 5-digit numbers beginning with 0 (also referred to as Other ID).



- 2. Go to the eFunds For Schools website.
- 3. Create an account by clicking on Create an Account from the menu on the left.
- 4. Preferred payment settings must be established (i.e., credit card or direct debit from checking account). This is completed by clicking *Payment Settings* and then *Payment Methods* in the left hand menu.
- 5. Users must add/link students to their account by clicking *Manage Account* and then *Manage Students*. To complete this step, users will need the student's last name AND either the Family ID number or the Student ID number.

e-FUNDS + BILLING CONTACT

If you are unable to create an e-Funds account, need a payment plan, or have billing related questions, please contact:

Mr.Isaac Patterson, Business Manager

Phone: (920) 803-7204

Email: pattersoni@kohler.k12.wi.us