

The PaySchools Central link for Chippewa Valley Schools can be found on the CVS website in the “For Parents” section. It is located on the right hand side within the gray banner.

Click the link to go to PaySchools Central. This will open to the PaySchools Central log-in screen. You will need to click on the word “Register”

**The preferred browser for using PaySchools is Google Chrome**  
**PaySchools is not compatible with Internet Explorer 11 and above!**

This is the PaySchools Central Registration Screen. You will need to enter all of the information that it is asking for.

Once your information is entered you must agree to the terms and then click the “Register” button.

New User Registration

<b>Email Address*</b> <input type="text" value="ex: xya@gmail.com"/>	<b>State*</b> <input type="text" value="-- Choose your State --"/>
<b>First Name*</b> <input type="text" value="First Name"/>	<b>Zip Code*</b> <input type="text" value="Zip"/>
<b>Last Name*</b> <input type="text" value="Last Name"/>	<b>Country*</b> <input type="text" value="-- Choose your Country --"/>
<b>Address Line 1*</b> <input type="text" value="Address Line 1"/>	<b>Phone</b> <input type="text" value="Phone"/>
<b>Address Line 2</b> <input type="text" value="Address Line 2"/>	<b>Mobile</b> <input type="text" value="Mobile"/>
<b>City*</b> <input type="text" value="City"/>	

By clicking this box, I agree to the terms of the [PaySchools User Agreement](#).

[Back to Sign In page](#)

You will get a message that looks like this. Follow the directions - you must open the email that PaySchools Central sends you and confirm your registration.

Successfully Registered ✕

Thank you for registering. You will receive an email with instructions on how to confirm your registration and setup your new password. You will need to complete this process within 30 minutes or you will need to complete the registration process again. If you do not receive a confirmation email, select the Help link on the login page for assistance.

[Go to Login Page](#)

**Security Questions**

If you need to contact our support desk for help at any time, we will use the answers to these security questions to determine who we are talking to. Please select 3 questions that may ask you, and provide the answers you will give us when we ask. All answers must be atleast 4 characters in length.

Security Question 1:  
Select Question  ▼  
Your Answer:

Security Question 2:  
Select Question  ▼  
Your Answer:

Security Question 3:  
Select Question  ▼  
Your Answer:

[Submit Later](#) [Submit Now](#)

You will be asked to choose security questions and type in your answers to those questions.

You can by-pass this (for now) by clicking on the Submit Later button.

Once you have entered or by-passed the security questions you are ready to begin adding your students to your account!



\$0.00 1 Messages User Help

Welcome to Payschools Central. To add family members to your account, please [Click Here](#)

Follow the directions to add your students to your account. You will need to know your child's student id number to add them.

Select your State - Michigan

Select your District - Chippewa Valley Schools

Enter your first child's student id and name on the appropriate lines.

Click "Register" to add the student.

School Name First Name

Add Student / Patron

State  
Michigan

District  
Chippewa Valley Schools

ID

First Name

Last Name

Register Clear

You should now see you student listed! Continue this process until you have all of your students added.

PaySchools Central

English(US) \$0.00 Messages User Help

Andrew Staniec

Manage Students/Patrons + Add Student / Patron

District Name	Student Id	School Name	First Name	Last Name
Chippewa Valley Schools	12345678	Dakota High School	My Child First	My Child Last

Back

Once you are done registering all of your students you can click on the X of the Add Student/Patron box and then click the "Back" button on your screen.

All Students Your Student 1 Your Student 2

Fees [Schedule Fees](#)

ASSIGNED OPTIONAL

Filter Reset

(Search based on Fee Category, Fee Description or Due Date)

Student Name	Fee Category	Fee Description	Due Date	Amount Due	Amount To Pay	Amount In Cart	Fee Rules	Add To Cart
No items to display.								

Once you have added all of your students to your account you will see their names under their star.

You will have an “All Students” view which will show you one big list of items available to you. You can also click on your student’s star to see items available specifically to them.

You will now have access to the “Assigned” and “Optional” fees available for your students.

**Assigned fees** are things that the school may assign your student. Things like lost library books, text books not returned, missing sports equipment. If a fee is assigned by the school will appear here.

**Optional fees** are things that the school is selling or sports that your student may participate in. Athletic Fees are listed under Optional.

You can find specific items that you may be looking for a few different ways.

The screenshot shows the PaySchools Central interface. At the top, there is a navigation bar with the logo, language (English(US)), currency (\$0.00), messages (1), user profile, and help. Below this is a student selection bar with 'All Students', 'Andrew Staniec', and 'Cass Staniec'. The main content area is titled 'Fees' and has tabs for 'ASSIGNED' and 'OPTIONAL'. A search box contains the text 'Walk', with 'Filter' and 'Reset' buttons. Below the search box, a note says '(Search based on Fee Category, Fee Description or Due Date)'. To the right is an 'Expand/Collapse' link. The table below has columns: Student Name, Fee Category, Fee Description, Due Date, Amount Due, Amount To Pay, Amount In Cart, Fee Rules, and Add To Cart. The table shows two rows under the 'Walk-A-Thon' category, with a downward arrow next to the category name.

Student Name	Fee Category	Fee Description	Due Date	Amount Due	Amount To Pay	Amount In Cart	Fee Rules	Add To Cart
Fee Category: Walk-A-Thon								
Your Student 1	Walk-A-Thon	Oct. 31 Outside To Participate In The Walk.	11/01/2018	\$5.00	\$ 5.00	\$0.00	F S	
Your Student 1	Walk-A-Thon	Oct. 31 Walk, 10 Prize/Game Tickets, Cider & Donuts, LED Tumbler Cup, Lunch Line Fast Pass, And Personalized Parking Spot Of Your Choice For The Entire	11/01/2018	\$100.00	\$ 100.00	\$0.00	F S	

The first way is to use the filter option. Type the name of the item you are looking for in the box and click the filter button.

You can also rollup each category by clicking the downward facing arrow next to the category name.

You can use the Expand/Collapse arrows to make the item screen larger and show more items.

**Remember - The preferred browser for using PaySchools is Google Chrome. If you are using Internet Explorer 11 or above you will not see an item list when you click on "Optional"**

Pay Schools Central

\$0.00 Messages User Help

All Students Your Student 1 Your Student 2

Filter Reset

(Search based on Fee Category, Fee Description or Due Date) Expand/Collapse

Fee Category	Fee Description	Due Date	Amount Due	Amount To Pay	Amount In Cart	Fee Rules	Add To Cart
^ DHS Student Government							
^ DHS Marching Band Fall							
^ DHS Girls FALL							
^ DHS Class Apparel							
⌵ DHS Boys Fall							
DHS Boys Fall	DHS Boys Cross Country	06/30/2019	\$150.00	\$ 150.00	\$0.00	F S	
DHS Boys Fall	DHS Football Freshmen	06/30/2019	\$150.00	\$ 150.00	\$0.00	F S	
DHS Boys Fall	DHS Boys Cross Country	06/30/2019	\$150.00	\$ 150.00	\$0.00	F S	
DHS Boys Fall	DHS Football JV	06/30/2019	\$150.00	\$ 150.00	\$0.00	F S	
DHS Boys Fall	DHS Football Varsity	06/30/2019	\$150.00	\$ 150.00	\$0.00	F S	
DHS Boys Fall	DHS Boys Soccer JV Boys	06/30/2019	\$150.00	\$ 150.00	\$0.00	F S	
DHS Boys Fall	DHS Boys Soccer	06/30/2019	\$150.00	\$ 150.00	\$0.00	F S	

You can rollup each category by clicking the downward facing arrow next to the category name. You can also use the Expand/Collapse arrows to make the item screen larger and show more items.

When you find the item you wish to purchase you can add it to your shopping cart by clicking on the shopping cart icon the right of the item. You will need to confirm adding the item to your cart by clicking on the blue “Add to Cart” button on the pop-up box.

Add to Cart

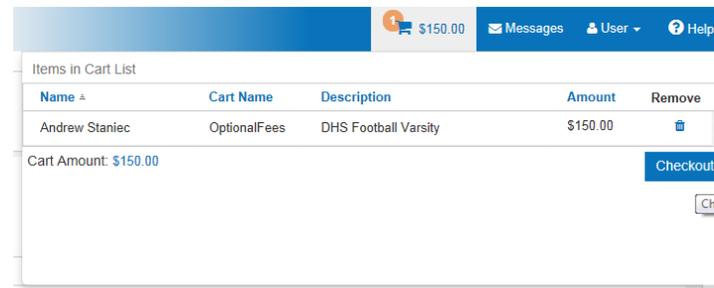
Review details and Add DHS Football Varsity amount to cart

NAME	AMOUNT DUE	AMOUNT TO ADD
Your Student 1	\$150.00	\$150.00

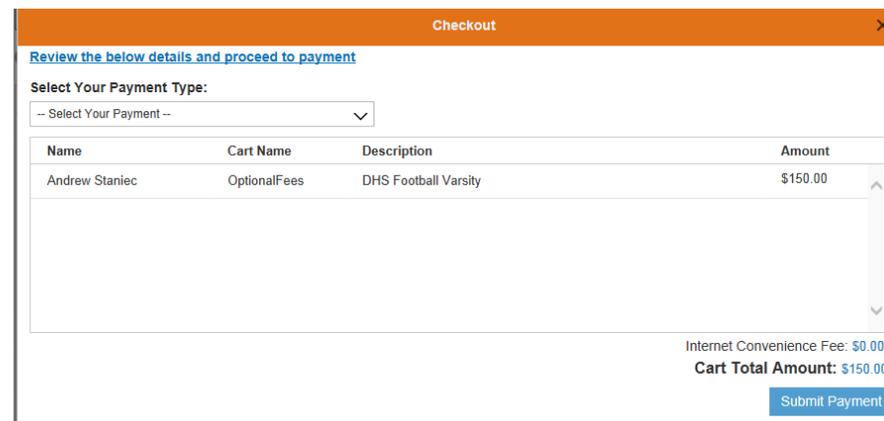
Add to Cart



Once you have confirmed that you want to add your item to the cart you will see the shopping cart at the top of the screen has 1 item and a dollar value in it. These number will continue to increase with each item you add to the cart. When you have added all of the items you wish to purchase to the cart you are ready to check out. Click the shopping cart icon at the top to begin the checkout process and then click the blue checkout button to confirm.



The checkout pop-up box will open for you to begin the checkout process.



Checkout

[Review the below details and proceed to payment](#)

Select Your Payment Type:

-- Select Your Payment --

Description	Amount
Football Varsity	\$150.00

Use New Card

Internet Convenience Fee: \$0.00  
**Cart Total Amount: \$150.00**

Submit Payment

When the checkout box pops up you must first select your payment type. You will select the Use New Card option.

Checkout

[Review the below details and proceed to payment](#)

Select Your Payment Type:

Use New Card

Name	Cart Name	Description	Amount
Your Student 1	OptionalFees	Walk-A-Thon \$5 Donation	\$5.00

Internet Convenience Fee: \$0.00  
**Cart Total Amount: \$5.00**

By Checking this checkbox, I agree to the terms and conditions.  
 Credit Card Processing terms and conditions :  
 I authorize CP-DBS, LLC dba Data Business Systems, as owner and operator of payschoolscentral.com, to charge my account described above for non-recurring credit card transactions processed through the site.

Submit Payment

Once you have select the Use New Card option you will need to check the check box in the lower left hand corner and click Submit Payment.

Enter Your Card Details

First Name

Last Name

We Accept    

Card Number

Expiration Date  
MM/YYYY

CVV Number  
CVV Number

Submit Clear

The Enter Your Card Details screen will pop up and you can enter your credit card information and click Submit. Once your card is processed you will receive the confirmation message below.

Message

Thank you for your payment of \$150.00. A copy of your receipt has been emailed to you.

Close

You have now successfully paid for shopping cart items!

A receipt for your purchases will be emailed to the email address that you registered with.



Wed 8/1/2018 1:19 PM

noreply@payschools.com

Transaction processed for ECR-ChippewaValley on 8/1/2018 12:19:00 PM

To Your Name



ECR-ChippewaValley - Transaction # 1 - Subtotal: \$150.00 - Transaction Fee: \$0.00 - Convenience Fee: \$0.00 - Total: \$150.00

Your Student 1 (12345678910) - DHS Football Varsity (Fees) - Amount: \$150.00

Regards,  
Payschools Central Support