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Dear Parent or Guardian:

We are excited to announce starting April 2, 2018 you will be able to put money on your child's meal account over the internet 24 hours a day, 7 days a week using PaySchools Central.

Each child in your family can be set up on the same account. If you decide to put money on your child's account, there is a 4.0% fee per transaction using a credit card and a flat \$1.95 per transaction fee for ACH. Once the money is added on the account, it appears in your child's lunch account within 24 hours. You still have the option to add money to your child's account by making a payment to the cafeteria by cash or check.

To get started visit our website at www.essextech.org click on the **Parents** tab at the top of page. Select **School Lunch Program** from the drop-down menu and then click on **PaySchools Central**. Under the PaySchools Central Tab you will be able to access the PaySchools Central Login Link for Parents, Parent Guide, and a PaySchools Central Video.

By logging onto <https://payschoolscentral.com>, you will be easily able to:

1. Set up an account
2. Deposit money at your convenience
3. Set email reminders to notify you when your child's account gets low
4. Set up recurring payments
5. Check your child's account balance, at no cost
6. Request an activity report so you can see what your child has eaten in the previous 30 days, at no cost

To set up an account, all you will need is:

1. A valid email address
2. A credit card (Visa or Mastercard) **OR**
3. A bank account number and routing number for ACH debits
4. Your child's student identification number
5. Click on Register to begin.