



# Essex County Schools of Technology

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Dear Staff:

We are excited to announce starting September 3, 2019 you will be able to put money on your staff meal account over the internet 24 hours a day, 7 days a week using PaySchools Central.

If you decide to put money on your staff account, there is a 4.5% fee per transaction using a credit card and a flat \$1.75 per transaction fee for ACH. Once the money is added on the account, it appears in your staff lunch account within 24 hours. You still have the option to add money to your staff account by making a payment to the cafeteria by cash or check.

To get started visit our website at [www.essextech.org](http://www.essextech.org) click on the **Faculty & Staff** tab at the top of page. Select **PaySchools Central** from the drop-down menu. Under the **PaySchools Central** webpage you will be able to access the PaySchools Central Online Payment Portal, PaySchools Central Staff Letter (English and Spanish), and a PaySchools Central Online Payment Portal Walkthrough 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 staff account gets low
4. Set up recurring payments
5. Check your staff account balance, at no cost
6. Request an activity report so you can see what you have 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 staff account identification number