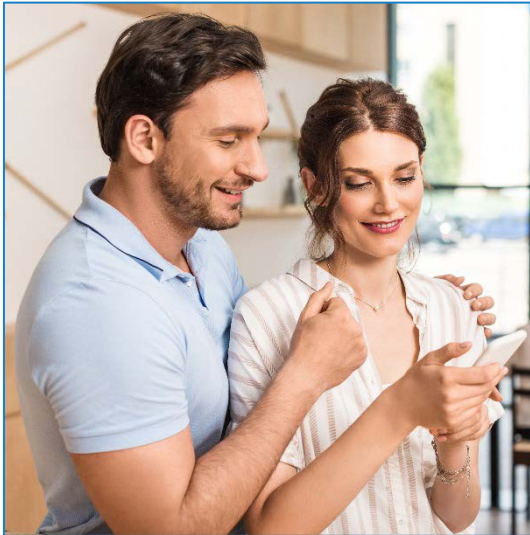




# Step-by-Step Guide for Parents

## Getting started with e~Funds for Schools Mobile Website



### CREATING A NEW ACCOUNT

1. Visit <https://tinyurl.com/TLS-EFS>
2. Click on **Create an Account**.
3. Provide Requested Information.
4. Click **Create Account**.



### ACCOUNT MANAGEMENT – STUDENTS

1. Log into your account.
2. Select **Manage Students** under **Manage Account**.
3. Enter student Last Name and Family or Student ID#.
4. Select **Add Student(s)**.
5. Repeat steps 2-4 to add additional students.



### ACCOUNT MANAGEMENT - PAYMENT INFORMATION

1. Log into your Account
2. Select **Payment Methods** under **Payment Settings**.
3. Select **New Credit Card** or **New Direct Debit** to add new payment information.
4. After entering all required information, read Consent and select **Add** to save information to account.

### MAKE A PAYMENT

1. Select type of payment you would like to make.
2. Select student.
3. Enter amount of payment.
4. Select **Begin Checkout**.
5. Choose payment method or enter new method.
6. Review items and total.
7. Select **Pay Now**.

**Yes! You can make a payment without being charged a convenience fee!**

Follow the instructions under **Account Management - Payment Information** above, choosing "**New Direct Debit**" and put in your preferred bank account information (account number and 9-digit routing number).

**Convenience fees** are \$2.95 for the first \$100 paid, \$5.90 for payments between \$101 and \$200, etc. *The fees go to our parent processor; Trinity does not receive any part of the fee.*