

Freedom Area School District e-Funds Account and Student Setup

This document will explain how to create an e-Funds account and set up your child in the e-Funds payment system.

Access and Write down your child's Skyward ID (Other ID)

1. The first step will be obtaining your child's "Other ID" in the Skyward system. This ID will be used to setup your child in the e-Funds system.
2. Go to FASD website <https://www.freedomschools.k12.wi.us/>
3. Click on the Main Menu (upper right) Skyward is on the top right side
4. Click on Skyward tab (very top right) and log in using Skyward username and password
5. Once you are logged in, click on the STUDENT INFO (left side)
6. Located just below your child's picture you can find the OTHER ID. Write down the OTHER ID number, you will use this to set up your child(ren) e-Funds account.
 - More than one child, make note of all Other IDs to enter them in e-Funds at the same time.
7. Please go to the following link: <https://payments.efundsforschools.com/v3/districts/55930>
 - This link is also available on the main page of the Freedom Area School District's website listed as "e-Funds"

CREATING A NEW ACCOUNT

1. Go to the e-Funds website <https://payments.efundsforschools.com/v3/districts/55930>
2. Click on **CREATE AN ACCOUNT** or **LOGIN**
3. Provide Requested Information
4. Click **CREATE ACCOUNT**

ACCOUNT MANAGEMENT-STUDENTS

1. Log into your account
2. Select **MANAGE ACCOUNT** then **MANAGE STUDENTS**
3. Type in Student's Last Name and OTHER ID (Skyward ID) = this ID should be 5 numbers
4. Select **ADD STUDENT(S)**
4. 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 **DEBIT CARD** 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 Make a Payment
2. Select Student Fees
3. Select a Student
4. Select **ADD ALL FEES**
5. Click back to students if you need to add additional students
 - Repeat steps 3-4 to add additional student(s) fees
6. Verify all fees have been added to your cart for each of your student(s)
7. Select **BEGIN CHECKOUT**
8. Choose payment method or enter new method
9. Review items and total
10. Agree to pay the convenience fee
11. Select **PAY NOW**

Step by Step Guide <https://payments.efundsforschools.com/v3/Content/resources/efunds-for-schools-guide-18.06.pdf>

- For assistance with making payments using Skyward, please call Kathy Tennant at 920-788-7940 ext. 1310