

# e-Funds for Schools – Instructions for New Users

Go to <https://eps.mvpbanking.com/cgi-bin/efs/login.pl?access=55385>

In the **New Users** section,  
select **Register Here**.

Home

**IMPORTANT INFORMATION**  
First time users need to register under the "New User" Section

**Login**  
Username:   
Password:   
 [Forgot Password](#)

**Welcome to e-Funds for Schools**  
This service eliminates the cash you give your children and checks you write the school.  
e-Funds for Schools is the easiest and fastest electronic payment.

**New Users**  
[Register Here](#)

**Step 1:** Complete account information.  
Please make a note of your User Name and Password; this information will be used when logging into the *e~Funds for School* site in the future.

This should be the parent's information.  
Once all the required fields have been filled in, click **Continue**.

When you provide your email address, an email notification will be sent to you with the following information each time a payment is processed; child's name, purpose of the payment, and amount of the item.

Step 1 Step 2 Step 3

**Account Information**

Create New User Name:

Password:

Retype Password:

First Name:

Last Name:

Primary Email:

Alternate Email:

Phone Number:

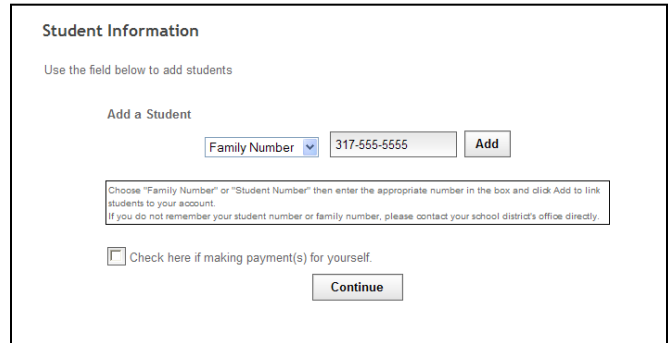
Please note: fields in bold are required.

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**Step 2:** Add students to your account by **Family Number** or **Student Number**. Multiple students can be added to your account by using Family Number (which is the home phone number we have on file for you). Single students can be added to your account by using Student Number.

### To add students by Family Number:

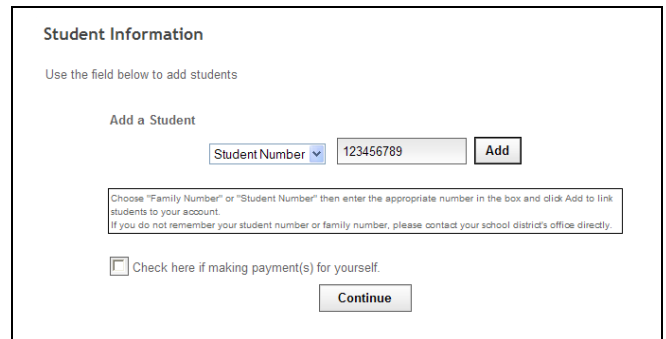
- Select **Family Number** from the drop-down.
- Enter your home phone number in the following format: 317-555-5555 (use area code and dashes).
- Click **Add**.
- If there are any students listed that you do not want added to your account, select them and **Remove**.
- If there are other students that you want to add to your account, complete the **Add a Student** section.
- When ready, click **Continue**.



The screenshot shows a web form titled "Student Information" with the instruction "Use the field below to add students". Under the heading "Add a Student", there is a dropdown menu set to "Family Number", a text input field containing "317-555-5555", and an "Add" button. Below this is a small text box with instructions: "Choose 'Family Number' or 'Student Number' then enter the appropriate number in the box and click Add to link students to your account. If you do not remember your student number or family number, please contact your school district's office directly." At the bottom, there is a checkbox labeled "Check here if making payment(s) for yourself." and a "Continue" button.

### To add students by Student Number:

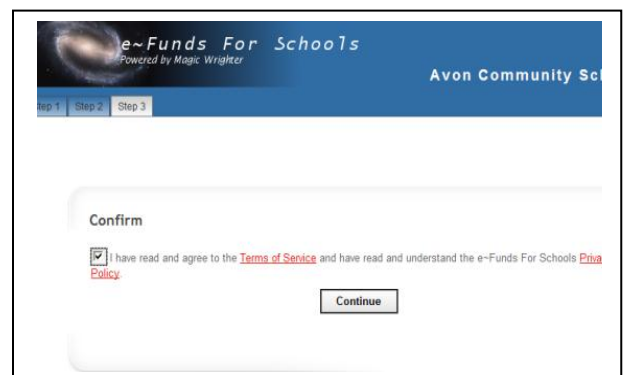
- Select **Student Number** from the drop-down.
- Enter your child's student number in the following format: 12345678 (This will always be a 8-digit number and can be located on your child's textbook rental bill or report card).
- Click **Add**.
- If there are any students listed that you do not want added to your account, select them and **Remove**.
- If there are other students that you want to add to your account, complete the **Add a Student** section.
- When ready, click **Continue**.



The screenshot shows a web form titled "Student Information" with the instruction "Use the field below to add students". Under the heading "Add a Student", there is a dropdown menu set to "Student Number", a text input field containing "123456789", and an "Add" button. Below this is a small text box with instructions: "Choose 'Family Number' or 'Student Number' then enter the appropriate number in the box and click Add to link students to your account. If you do not remember your student number or family number, please contact your school district's office directly." At the bottom, there is a checkbox labeled "Check here if making payment(s) for yourself." and a "Continue" button.

If you have a problem entering family or student numbers, please contact your child's school for assistance.

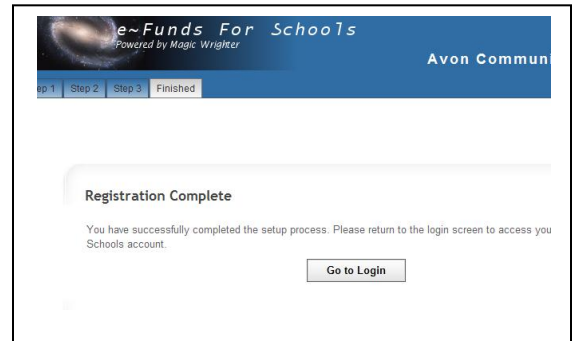
**Step 3: Confirmation:** Please read the [Terms of Service](#) and [Privacy Policy](#); click **Continue** to agree and finalize your setup.



The screenshot shows a confirmation screen for "e-Funds For Schools" powered by Magic Wrighter, for Avon Community Schools. At the top, there are navigation tabs for "Step 1", "Step 2", and "Step 3". The main heading is "Confirm". Below it is a checkbox that is checked, with the text "I have read and agree to the [Terms of Service](#) and have read and understand the e-Funds For Schools [Privacy Policy](#)". A "Continue" button is located at the bottom right.

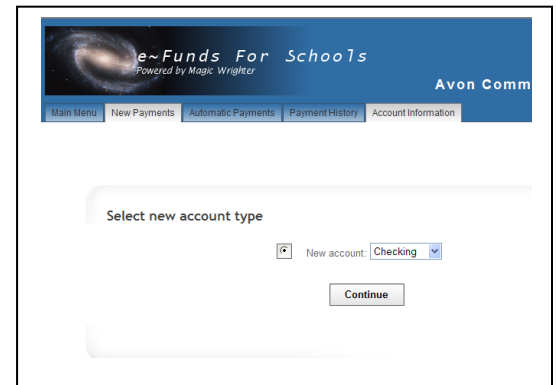
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**Step 4:** Your registration is now complete, click on **“Go to Login”** to complete your payment information.

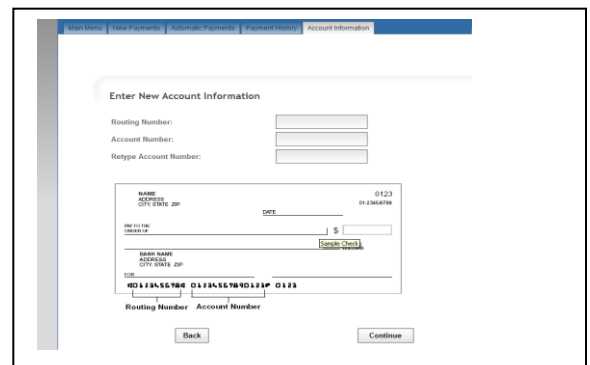


**Step 5:** Click on the **“New Payments”** tab.

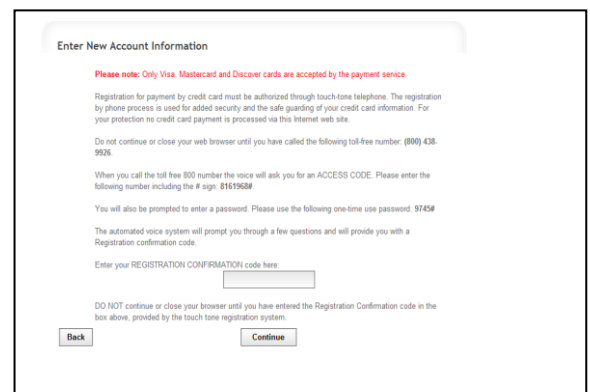
From the drop down menu, complete your payment information by selecting either Checking or Credit Card and click **“Continue”**.



**Step 6:** For checking, enter your account information and click **Continue**.



For credit card, follow the on-screen instructions, enter the registration confirmation code you receive, and click **Continue**.



## ***e-Funds for Schools – Instructions for New Users***

**Step 7:** To make payments, enter the dollar amounts in the boxes provided and select which individuals payments are to be made for.  
Click **“Pay for Items”**

### Make a payment

To make payments, enter dollar amounts in the boxes provided and select which individuals payments are to be made for.

Note: You can get additional information about an item by placing your mouse over the item name.

**River Birch Elementary School**

KDG Full Day Tuition	<input type="text" value="2150.00"/>	<input type="checkbox"/> Sally
KDG Life Skills	<input type="text" value="60.00"/>	<input type="checkbox"/> Sally
KDG Mod/Severe Life Skills	<input type="text" value="56.00"/>	<input type="checkbox"/> Sally
KDG Textbook Rental	<input type="text" value="73.00"/>	<input checked="" type="checkbox"/> Sally

**Step 8:** Read and select **Submit** to accept and proceed.

- Checking: There will be a \$1.00 convenience fee added to each payment you make during the school year from your checking account.
- Credit Card: There will be a \$2.49 convenience fee that is added to each payment you make during the school year on a credit card.
- The above convenience fees are disclosed during each transaction. The transaction amount (including convenience fees) must be approved before the transaction is complete.
- Non-sufficient funds (NSF) fees are set by *e~Funds for Schools*. NSF fees are currently \$15.00 but are subject to change so please read this information carefully before continuing.

### Confirm your choices

Payment Type: Checking      Routing Number: .....

Account Number: .....

Payment Item	Student	Amount
KDG Textbook Rental	Sally	\$73.00
Convenience Fee		\$1.00
Total Amount		\$74.00

There is a \$1.00 convenience fee applied to this purchase. You must accept this additional charge, which will be added to the amount you are paying.

I Accept     I Decline