

# PaySchools Central Lunch Account Information

## What is PaySchools Central?

PaySchools is a software development company specializing in integrated payment technology solutions for public and private schools across the US. This software helps streamline many manual processes to save time and money, while providing convenient payment tools for parents. We specifically use the PaySchools software in our Dining Hall for lunch accounts.

## How do I register for my student's account?

Simply go online to [PaySchoolsCentral.com](http://PaySchoolsCentral.com) and click register. You will need your student's 6-digit unique ID number, which can be found on the new student ID cards, and/or under Demographics page of the Parent Plus or Student Plus Portal. Once an account is established, you will be able to view and manage all of your student's lunch account activity.

**Please note:** ALL students and staff will automatically have an account once they have received their 6-digit unique ID number. This 6-digit ID number will also be made into a scannable barcode that will be located on the student ID cards. This card/ID number will allow students and staff to purchase items from our dining hall. All dining hall transactions (cash, check or charge) MUST be made through the PaySchools software by using the ID card/6-digit unique ID number.

## Why do I need to "register" my account?

By registering your account, you will have the option to add money to your students' account with a debit or credit card. Registering will also provide the ability to monitor and manage your students' dining hall purchases.

## What other ways can I load money to my account?

Cash and checks (made payable to Aucilla Christian Academy/ACA) are accepted in person or sent by a student. However, the only way to use a debit or credit card is through registering your PaySchool Central account and going online or through the app on your phone to add money to your account.

If you would like more thorough instructions on how to register your account, please visit our Dining Hall section on our school website. Select the [PaySchools-Central-Full-User-Guide](#) document for a step-by-step guide on how to register your account.

Please feel free to contact Kristen Ogden in the Dining Hall if you have any questions. She can be reached by email [kogden@aucilla.org](mailto:kogden@aucilla.org) or by phone (850) 997-3597.