



## What is PaySchools?

PaySchools is a secure online payment processing system that lets you pay some school fees (transportation and school lunch) at anytime, anywhere by electronic check (e-check) or credit card.

The web-based Windows application contains an Internet component that gives parents/guardians flexibility and control over paying school lunch and transportation fees and allows the school district to receive electronic payment via e-check or credit card.

## How Does it Work?

You can get started using PaySchools by accessing the district website at [www.wdmcs.org](http://www.wdmcs.org) and clicking on the PaySchools icon. You will have the option to directly debit the funds from your bank account (by e-check) or by using a credit card.

PaySchools uses "Secure Socket Layer" (SSL) software. The program requires passwords and does not store personal bank or credit card information, ensuring privacy and security for users.

### CONTACT INFORMATION

#### PaySchools for Lunch Fees :

Lynnae Moossavi  
633-5085; [moossavil@wdmcs.org](mailto:moossavil@wdmcs.org)  
West Des Moines Community Schools  
3550 Mills Civic Parkway, West Des Moines, IA 50265

#### PaySchools Transportation (Bus) Fees :

Pam Hull  
633-4925; [hullp@wdmcs.org](mailto:hullp@wdmcs.org)  
West Des Moines Community Schools Transportation Dept.  
2102 Delavan Drive, West Des Moines, IA 50265

## PaySchools Registration

The WDMCSD is currently accepting online payments for school lunch deposits and transportation fees. The first time you access PaySchools, you will need to register, creating a username and password. You will need only your username and password to access PaySchools on subsequent visits. If you have already registered to make school lunch payments, you do not need to register again to pay transportation fees.

Please have the following information available before you start the PaySchools registration process (you may want to record the information in the space provided).

- **Student's ID Number:** \_\_\_\_\_
- **Students First Name:** \_\_\_\_\_
- **Student's Last Name:** \_\_\_\_\_

All students in grades K-12 have a five-digit identification number assigned by the district. Many students in high school will know this number. If you do not know your student's ID number, it can be found on student report cards or grade reports. You may also call your student's school and ask the building secretary for the number, contact School/Community Relations at 633-5023, or Lynnae Moossavi at 633-5085 to get your student's number.

## Using PaySchools to Deposit \$\$

1. Access the district website at [www.wdmcs.org](http://www.wdmcs.org) and click on the PaySchools icon to access the district PaySchools page.
2. On the PaySchools page, click on the link that relates to the account you wish to access (lunch or transportation). Proceed through the screens, and if you are a new user, you will have the opportunity to click on a link at some point.
3. Follow the prompts to set up your PaySchools profile. This will include your e-mail address and the password you plan to use. Please record your password somewhere for future reference - the school district will not have access to your password. (The PaySchools site can help you retrieve a forgotten password.)
4. You will be prompted through several screens as you attach your student/students to a PaySchools account.
5. When you have successfully entered all registration information, you will be taken to a payment screen.
6. Choose to pay by e-check or credit card - To pay by e-check (directly debiting your bank account), you will enter your bank's ABA routing number and your personal bank account number. To make your purchase by credit card, enter the account number and expiration date for your VISA, MasterCard or Discover credit card. PaySchools does not store this information, so you must enter it every time.
7. After you complete your purchase, an e-mail confirmation and receipt will immediately be sent to you.