

PAYING STUDENT FEES AND ATHLETIC FEES

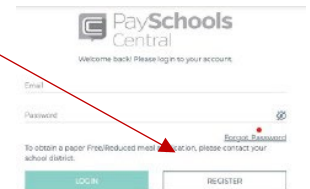
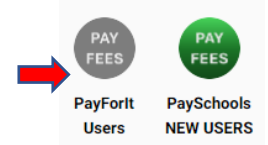


PaySchools Central (Free-Easy-Convenient-Secure using credit or debit cards or ACH/EFT Check)

- *PaySchools Central replaces PayForIt. PayForIt users, log into PayForIt and you will be taken to PaySchools Central and login using your PayForIt username and password.*
- *New users go to PaySchools Central and click Register to create account.*

PaySchools Central is available to pay your student fees, and athletic fees. We encourage you to use this easy, convenient and secure way to make payments. You may use either credit or debit cards or ACH/EFT Check. The district does not charge any fees for paying students fees and athletic fees online.

- Login to our Parent Portal <https://mywildcats.me>. Click on the 9 squares (top right of your screen) and click PaySchools Central. *PayForIt users click PayForIt to transition your account. You can also download the PaySchools Central mobile app for phones/tablets.*
- If you have an account, enter your email and password. If you forgot your username or password, click "Forgot Password" and enter your email address and click "By Email" or "By Phone" to receive your password.
- If you have not already done so, you will need to sign up for an account by clicking "Register"
 - Select the state of Ohio and "OH – Southwest Local" for the district.
 - You will need your child's student ID number.
 - Use your parent email address as your username.
- To Add a student, click "Your Students" on the dashboard (right of the screen.)
 - Click "Add Student/Staff".
 - Select Ohio, Southwest LSD and enter Student ID, First Name, Last Name and your relationship to Student.
 - Click the Add Student/Staff button to complete adding the student.



Remember, there is no charge to pay via PaySchools Central

STEP BY STEP INSTRUCTIONS FOR MAKING PAYMENTS USING PayForIt

Making a Payment

Select the student by clicking their name from your list of students.

ASSIGNED FEES:

You will see all the fees that are assigned to this student

Click the green plus sign on the shopping cart to the right of each fee you wish to pay and click "Add To Cart".

OPTIONAL FEES:

Athletic Fees are listed under optional fees.

Click the green plus sign on the shopping cart to the right of each fee you wish to pay and click "Add To Cart".

When you have finished adding fees to your cart, click the cart at the top of your screen.

Click the box next to the fee or fees you wish to pay and choose the payment method and click continue.