

How to Set up a Recurring Payment in e~Funds



e~Funds for Schools
Powered by Magic-Wrighter

Unified School District #497

Home

Make a Payment

Student Fees

Student Fees

Select a student to continue.

 [>](#)

All students attached to your e~Funds account will appear on this screen. Select the student(s) whose fees you wish to pay.



Student Fees

[→ BACK TO STUDENTS](#)

Activity Trip Transportation

Activity Trip Transportation	Amount Due: \$15.00
------------------------------	---------------------

Books, Materials, Technology

Books, Materials, Technology	Amount Due: \$147.00
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[ADD ALL FEES](#) Student Fee Total: \$0.00

This screen shows the fees that are due for the student and is where you will select the fees you wish to pay.

To set up a recurring payment, you will need to know how many payments you wish to set-up. Your payment options will be Once, Monthly, Weekly, and Biweekly and will be selected on a later screen. Take the total amount due by fee and divide that amount by the number of payments you choose.

Click on the Fee Name in the section with the Amount Due. On the next screen change the amount to pay to the amount calculated above and select Update Cart.

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Student Fees

Optional Fees

Student Fees

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Activity Trip Transportation

5.00

UPDATE CART

In this example, we have chosen to make 3 recurring payments. The \$15.00 Activity Trip Transportation fee was divided by 3 to get to a payment of \$5.00 which is the amount we have entered on this screen.

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Student Fees

→ BACK TO STUDENTS

Activity Trip Transportation

Activity Trip Transportation

Amount Due: \$15.00 | Min: \$5.00

Books, Materials, Technology

Books, Materials, Technology

Amount Due: \$147.00 | Min: \$49.00

ADD ALL FEES

Student Fee Total: \$54.00

We have updated both fees to match the three recurring payments we wish to make.

The updated amount will show as the Min: amount listed beside each fee and the total amount chosen will be the Student Fee Total.

You will then proceed to your cart.

How to Set up a Recurring Payment in e~Funds

Confirm Payment

On the Confirm Payment screen, click on Edit beside Frequency. After selecting the frequency, enter the number of payments you wish to make. e~Funds will then show a screen outlining your next 5 payment and the final payment. Make sure the Grand Total on this page matches the total of the fees you are setting up on this plan.

Frequency

Once

EDIT

EDIT

EDIT

EDIT

Contact

Payee Information

Student Name in

Books, Materials, Technol...

\$49.00

×

Activity Trip Transportatio...

\$5.00

×

Subtotal

\$54.00

Convenience Fee

\$2.65

Total for Today

\$56.65



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Make a Payment

Cart 2

Payment History

Recurring Payment Arrangement

Start Date

2019-10-08

Frequency

Monthly

Number of Payments

3

Next 3 Payments:

- 10/08/2019 - \$54.00
- 11/08/2019 - \$54.00
- 12/09/2019 - \$54.00

Final Payment:

- 12/09/2019 - \$54.00

Grand Total: \$162.00

CONFIRM

If the Recurring Payment Arrangement information is correct, click Confirm.

How to Set up a Recurring Payment in e~Funds

Confirm Payment

The Confirm Payment screen shows the amount you are paying today and the total of your remaining payments. NOTE: You will be charged a Convenience Fee for each payment made. If this screen is correct, enter your CVV code and select Pay Now.

EDIT

EDIT

EDIT

EDIT

Frequency

Monthly ending on 12/09/2019

Contact

Payee Information

Student Name in front of fee

- Books, Materials, Technol...

\$49.00

×

- Activity Trip Transportatio...

\$5.00

×

Subtotal

\$54.00

Convenience Fee

\$2.65

Total for Today

\$56.65

Total for Remaining 2 Payments

\$113.30

Grand Total Over 3 Payments

\$169.95

Please enter your CVV code to continue: