

# FOOD SERVICE PAYMENT



Quincy Community Schools

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CREATED  
**July 2014**

UPDATED  
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VERSION  
**2014.1**

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The following color code is used throughout the help document

**CLICK** | **USER INPUT** | **INFORMATION** | **REQUIRED**



# FOOD SERVICE PAYMENT

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1. To access the Food Service Payment, find the link as shown below and click on it. This link is located on the right hand side of the screen in the list of steps to complete for New Year Registration.



2. After clicking this link the main area of the page will refresh and you will see a screen similar to the one below. Click on the Food Service Payment link as shown.

*1. Click on the link, Food Service Payment*



---continued on the next page---



3. The payments are made via 3rd Party. Here is the screen that you will be taken to, in order to login to make a payment. You must have an account in order to use this feature. If you do not have an account, click [HERE](#) for instructions on creating an account AND making a payment.

[CREATE E~FUNDS ACCOUNT and/or MAKE A PAYMENT INSTRUCTIONS](#)

The screenshot shows the e~Funds for Schools login page for Quincy Community Schools. The header includes the logo "e~Funds for Schools" (powered by Magic Wrighter) and the text "Online Payment Solutions for Schools" with the tagline "make payments 24 hours a day for all school related expenses". Below the header is a navigation bar for "QUINCY COMMUNITY SCHOOLS". The main content area is divided into three sections: a "Message Box" with a welcome message for first-time users; a "Welcome to e~Funds for Schools" section with a description of the service and a link to "Register Here"; and a "Login" section with fields for "Username:" and "Password:", a "Login" button, and links for "Forgot Username" and "Forgot Password". A "New Users" section is also visible with a "Register Here" link and a "Registration Guide" icon.

4. When you have saved and exited the payment, click on the check box that you have completed the step.

The screenshot shows the "New Year Student Registration" page, specifically "Step 11. Food Service Payment". At the top, there is a text input field for "Student Name (Building/School Year)". Below this, the page title "Step 11. Food Service Payment" is displayed. Underneath, the text "Food Service Payment" is shown. On the right side, there is a large number "1" inside a circle, indicating the current step. Below the number is a checked checkbox and the text "I have completed this (optional) step".

---END OF TUTORIAL---

