

## Loogootee Community Schools e-Funds Payment Option

Loogootee Community Schools is pleased to offer an online payment program called e-Funds for Schools. This program offers various options for parents/guardians who choose to make payments online and is extremely user friendly. Not only will you have the ability to have various school fees and lunch payments electronically withdrawn from your checking account or charged to your credit card, you also have the flexibility to make a payment at any time through the school's website. The e-Funds for Schools service is offered to you by a third party service provider and they charge for processing your payment(s), similar to other online banking services. The district does not request or keep records of family checking or credit card account information.

The e-Funds for Schools electronic payment service is provided to the school by a third party service provider. The service provider has a nominal fee for their service. There is a \$1.00 transaction convenience fee for each electronic checking payment that you make. The system carries a Non Sufficient Funds (NSF) charge if the payment is "bad." For payments made online by credit or debit card, there is a convenience fee of \$2.65 per each \$100 increment in the transaction. For credit card/debit payments made in person there is a convenience fee of 3.2% of the total gross payment amount plus \$0.20 per transaction. The system allows you to make one payment for multiple students and can group the transactions together to provide you with the most cost effective rate.

When you create your account, please review your options carefully. You are in full control of your account and can make a payment at any time that is convenient for you. No payments will be allowed without your knowledge and authorization through this secure payment system. By providing your home and/or work email address, an email notification informing you of the student's name, purpose of the payment, and the amount of the item, will be sent to you each time that a payment is to be processed. The e-Funds for Schools site is secure and uses industry standard data encryption.

How do I get started?

1. Visit the Loogootee Community Schools [e-Funds Website](#) (old version) [e-Funds Website](#) (mobile-friendly). Please note the old version will no longer be available after December 31, 2017.
2. Under New Users section, select Register Here. If you already have an account for your children, then go to the "Existing Account Information Below".
3. Once you enter your account information you will be directed to add students to the account.
4. To add students to the account, you need two pieces of information: The student last name and Student Other ID#. **The student other ID# can be found in Student Info**

**Section of Family Access under the student picture (or student picture placeholder if a photo is not available).** If you need assistance locating the Other ID# or help setting up a Family Access account, please contact the school office of enrollment.

5. Begin personalizing account settings and/or making payments.
6. You may opt to make a one-time payment or establish recurring payments.
7. All transactions are logged by the system and a payment history for the year is available with a click of the mouse.

#### **Summary of Transaction Costs**

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| ● Electronic Checking Payment online via e-Funds                                | \$1.00/transaction                                |
| ● Electronic Credit or Debit Card online via e-Funds                            | \$2.65/per \$100 increment                        |
| ● Credit or Debit Card (transaction by phone or in person by a school employee) | \$3.2% of total gross payment + \$.20/transaction |
| ● Cash or Check (transaction made in person)                                    | no charge   |

#### **Important Links**

- Loogootee Community Schools [e-Funds Website](#)
- [Mobile Payments Guide](#)
- [Step by Step: Getting Started with e-funds for School Mobile Website](#)

