

How to Set Up Recurring Payments in EFUNDS

This guide walks setting up recurring payments in the EFUNDS Parent Portal when recurring payments are available for a selected payment item.

Step 1: Log in to the EFUNDS Parent Portal

Sign in to your EFUNDS Parent Portal account and select your student.

Step 2: Select a Payment Item

Choose the student fee, optional fee, or lunch payment you would like to pay.

The screenshot shows the 'Optional Fees' section of the EFUNDS Parent Portal. On the left, under 'Band Uniform', there is a price of 15.00 and a default price of \$45.00. Below this, there is a section for 'Specify Shirt and Pant Size' with the text 'Large Shirt and Pants'. At the bottom of this section is a purple 'UPDATE CART' button. On the right, there is a 'Cart' section. It lists 'Marco Gallardo Band Uniform' for \$15.00. Below this, it shows a 'Subtotal' of \$15.00. At the bottom of the cart section is a purple 'BEGIN CHECKOUT' button.

Example: Marco has the option of paying for Band Uniform in the Optional Fees section. The Band Uniform costs \$45.00.

Step 3: Add the Item to Your Cart

Enter the amount you would like to pay and select **Add to Cart**.

Example: The amount is not forced, so a parent/guardian has the option to make a partial payment. This guardian chose to pay \$15 at this time (see image above).

Step 4: Begin Checkout

Select **Checkout**.

Step 5: Select a Payment Method

Choose your saved payment method:

- Credit/Debit Card
- Checking Account (ACH)

Note: Parents/Guardians can store one card and one checking account in EFUNDS if district allows both payment options.

Step 6: Choose a Payment Frequency

Select to edit and change the payment frequency:

Frequency	Once	EDIT
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- Weekly
- Bi-Weekly
- Monthly

Then insert the number of payments you would like to make.

Recurring Payment Arrangement

Start Date
July 23rd

Frequency
Weekly

Number of Payments
3

Next 3 Payments:

- 07/23/2026 - \$15.00
- 07/30/2026 - \$15.00
- 08/06/2026 - \$15.00

Final Payment:

- 08/06/2026 - \$15.00

Grand Total: \$45.00

CONFIRM

Note: Recurring payments are only available for payment items that the district did not force full amount and has allowed recurring payments.

Step 7: Review the Payment Schedule

EFUNDS will display:

- Upcoming payment dates
- Amount of each payment
- Final payment date
- Total amount to be paid
- Any convenience fees that apply

Review the information and confirm the schedule (review image above).

Step 8: Submit the Payment

Enter your payment information (if not already saved) and submit.

EFUNDS will display your one-time payment and recurring payment schedule.

Thank You!

Payment Method	Credit Card 3050
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One-Time Payment Scheduled	
Reference Number	35595260
Payment Date	July 23, 2026
Amount	\$17.95

Recurring Payment Scheduled	
Reference Number	154683
First Payment Date	July 30, 2026
Last Payment Date	August 06, 2026
Frequency	Weekly
Amount	\$17.95

MAKE ANOTHER PAYMENT

Managing Recurring Payments

Parents/guardians can return to **Payment Settings** → **Managing Recurring Payments**:

- View active recurring payments
- View payment schedules
- Cancel recurring payments at any time

Manage Recurring Payments

Details

Reference Number: 154683

Start Date: July 23, 2026

End Date: August 06, 2026

Frequency: Weekly

Entry System: PPv3

Payment Method: Credit Card - *****3050

Subtotal: \$15.00

Convenience Fee: \$2.95

Total Amount: \$17.95

Items

Item Name	Student	Amount
Band Uniform	Marco Gallardo	\$15.00

BACK TO MANAGE RECURRING PAYMENTS

CANCEL ARRANGEMENT

To Modify Your Recurring Payment

If you want to modify your recurring payment, delete the existing recurring payment and create a new one.

What Happens After I Submit My Recurring Payment?

After parent/guardian submits payment, EFUNDS will send two email notifications:

1. **Payment Received Email** – Sent immediately to confirm that EFUNDS received your payment request and the payment items selected.
2. **Payment Processed Email** – Sent after the payment has been processed during your district's scheduled runtime. Parents/guardians sometimes think they were charged twice because they receive two emails, but the first email is a confirmation of the payment request, and the second email confirms the payment has been processed.

You are receiving this notification because you are subscribed to receive payment notifications for one or more of the payment items included in this payment.

e-Funds for Schools

automated payment notice

PAYER	CONFIRMATION NO.	DATE	PAYMENT METHOD	TOTAL
Gasio, Celeste	35595260	7/23/2026	Credit Card (3050)	\$17.95

STUDENT / FAMILY	STUDENT ID	PAYMENT ITEM	AMOUNT
Marco Gallardo	0217	Band Uniform - Large Shirt and Pants	\$15.00
		Convenience Fee	2.95
		TOTAL	\$17.95

Thank you for using e-Funds for Schools

Have a question? [Contact Us](#)

PLEASE DO NOT RESPOND TO THIS EMAIL. ALL RESPONSES TO THIS ADDRESS ARE DISCARDED.