![Woodlands School, Inc. logo — Bluemound Campus | State Street Campus](logo)

How to Pay Online – eFunds for Schools

eFunds is the tool used for paying your student account online. With eFunds you are only able to view the balance due for individual services. Ideally, you first want to create a PowerSchool Parent Account to view the details of your student fees, available funds, and meal transactions. eFunds is recommended for online payments of $20 or more. eFunds for Schools is mobile-optimized and may be used on computers and most cell phones, tablets, and other mobile devices.

Before you begin: Obtain the **Student Number** for each child from the Registrar or Manager of Operations at your campus or from the PowerSchool Parent Account. (If you have not yet set up a PowerSchool Parent Account, also ask for a **PowerSchool Access ID** and **Password** for each child.)

Accessing the eFunds Website
1. Start at the school website: www.woodlands-school.org
2. Under **Enrolled Families**, select **Make a Payment (eFunds)**
3. Click on **To make a payment using eFunds, click here**
4. If you have an established account, click on **Login** and enter your existing **username** and **password**

Creating a New Account
1. Click on **Create an Account**
2. Create a User Name (no specific requirements) and enter the requested parent/user information
3. Disregard the Family Name (this field is not in use)
4. Click **Create Account**

Add Student(s) to the Account
1. On the Main Menu, select **Manage Account**, then **Manage Students**
2. Enter both the student's Last Name and Student Number
3. After entering the information for this student, select **Add Student(s)**
4. Repeat these steps to add additional students

Adding/Changing Payment Information
1. Select **Payment Methods** under **Payment Settings**
2. Select **New Credit Card** or **New Direct Debit** to add new payment information
3. Enter all required information and read Consent
4. Select **Add** to save information

Make a Payment
1. Select the type of payment to make
2. Select student
3. Enter amount of payment
4. Select **Begin Checkout**
5. Choose payment method or enter new method
6. Review, then select **Pay Now**

> eFunds allows for VISA, Mastercard, and Discover cards only

Note: Woodlands School, Inc. does not maintain the eFunds webpage. For assistance, call eFunds for Schools at 1-866-770-5856. eFunds may collect transaction fees.