e~Funds - Mobile Instructions

- Go to: http://www.thevillageschool.com/efunds
- Click on Fund Lunch
- Click on Create an account or Login (or you can also continue as a guest and the system will not remember your information)

**To Create an Account:**
- Fill out the form
- You can leave Family ID, Phone and Billing Address blank.
- Click on Create Account at the bottom

**To Add a Student:**
- The first time, you have to "attach" the students to your account. You will need the student Last name, and the Student ID or Family ID. which you can find in SKyward under "Other ID" and under "Family ID" (You only need one or the other)
- Under "Manage Account", Click on "Add Student"
To Add Payment Method (and Save)
- Go to Payment Settings and add a payment method (credit card, debit/checking account)
- Enter all the information on the screen. This site is secure and neither Village or eFunds store your bank or credit card information in a database.

To Make a Payment:
Once you have added the payment method:
- Under Make a Payment, click on Food Lunch.
- Click on the student you want to add money.
- Enter the amount to deposit.
- Click on Add to Cart.
- From the Cart, add or remove payments if you have more than one student or if you made a mistake in the amount (use the "X's")
- When ready to pay, click on Begin Check Out.

Checking out will calculate the convenience fee ($1.00 for checking account, and $2.65 for credit card)

Click on Pay Now
Your payment will be processed and you will get a reference number