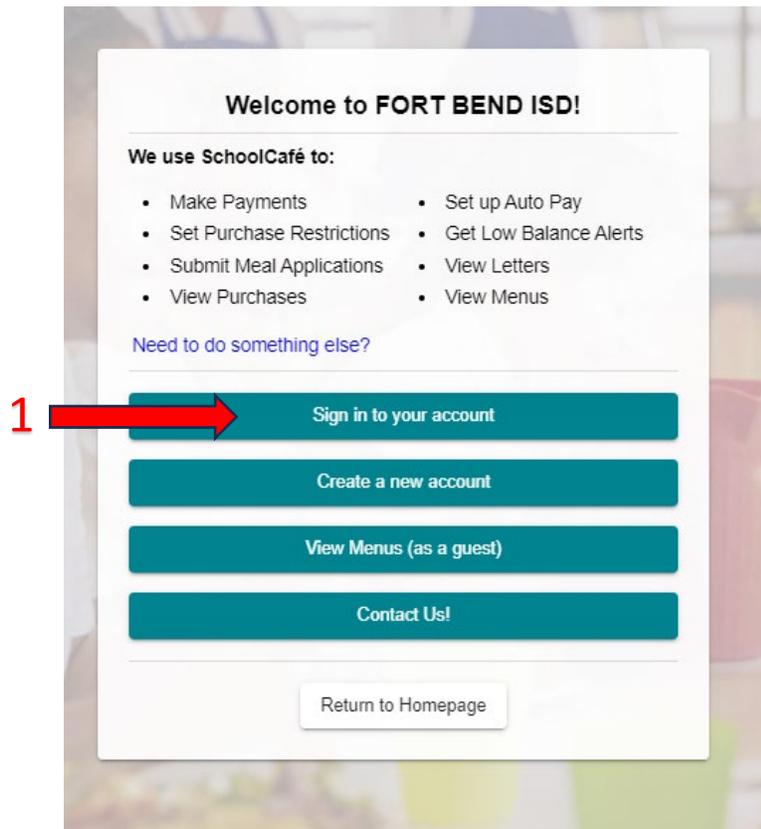


How to Set up ACH payment in School Café

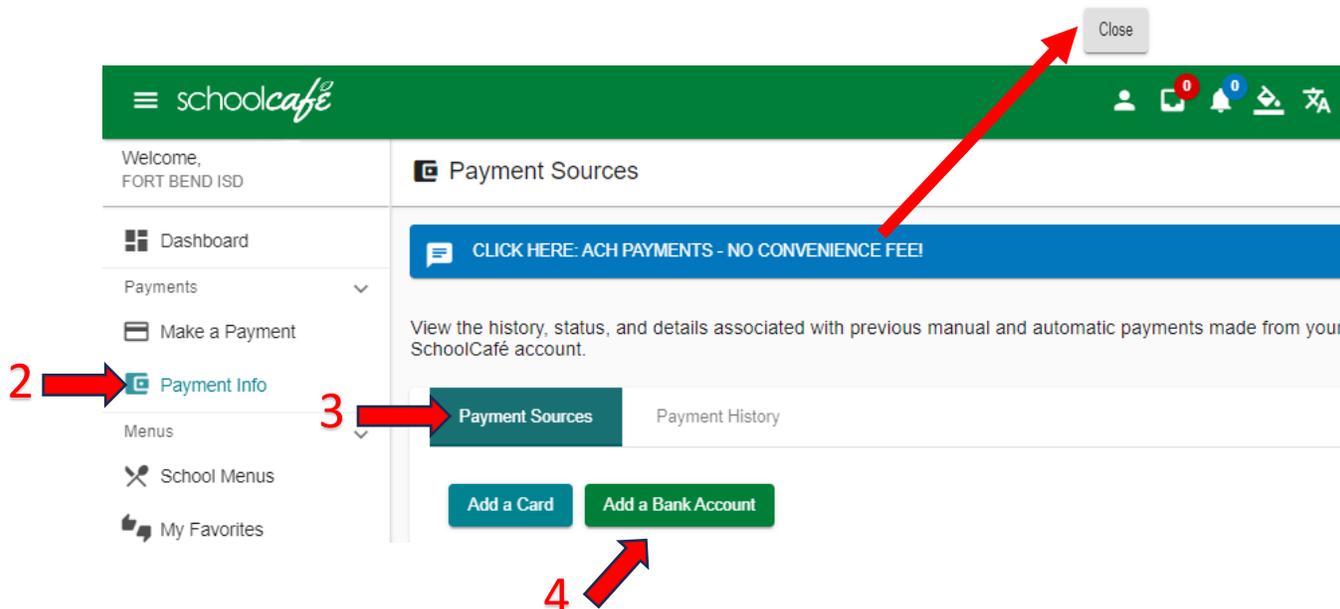
1. Go to www.schoolcafe.com/fbisd and sign into your account.



2. Go to payment Info then Payment sources. Click on Add bank account.

[CLICK HERE: ACH PAYMENTS - NO CONVENIENCE FEE!](#)

Parents can add their banking information which will waive the \$2.25 convenience fee on prepayments. There is a verification process that takes 2-3 business days. For any issues with adding a bank account, please contact SchoolCafé Support at customer-care@schoolcafe.com or 1-866-442-6030 (press 2).



3. Follow the next steps and fill in information needed. Verify your routing and Account Number are correct.

5.  Add a Bank Account

Friendly Bank Account Name required

Bank Routing Number

Banking Institution

Account Number

Confirmation Account Number

Account Type

Checking Saving

Use profile information 

John Doe
555 Julie Rivers Dr.
Sugarland, Tx 77478

Make this my default payment method 

Note: Adding a new bank account, or setting a new bank account as your default payment method, will not update any current automatic payment settings. You will need to edit your auto pay settings to use the new bank account.

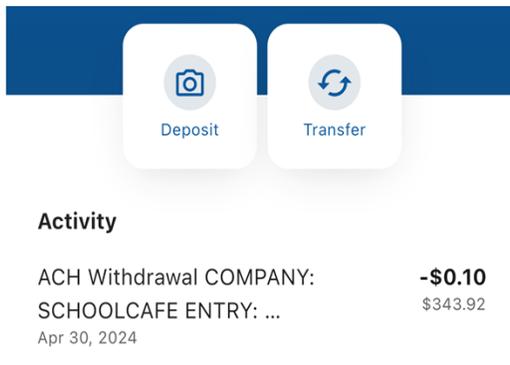
Make sure you have checked the box to keep it as a default payment method.

6 Once you verify your information click on **ADD** 

4. Follow next steps to verify your bank account with School café.

Once you have click on add, you will see your information under payment sources. You will not be able to use it until you verify ownership of account.

Monitor your bank account for the next 2-3 business days up to 6 business days for a small withdrawal(s) from School café on your bank statement. Example below



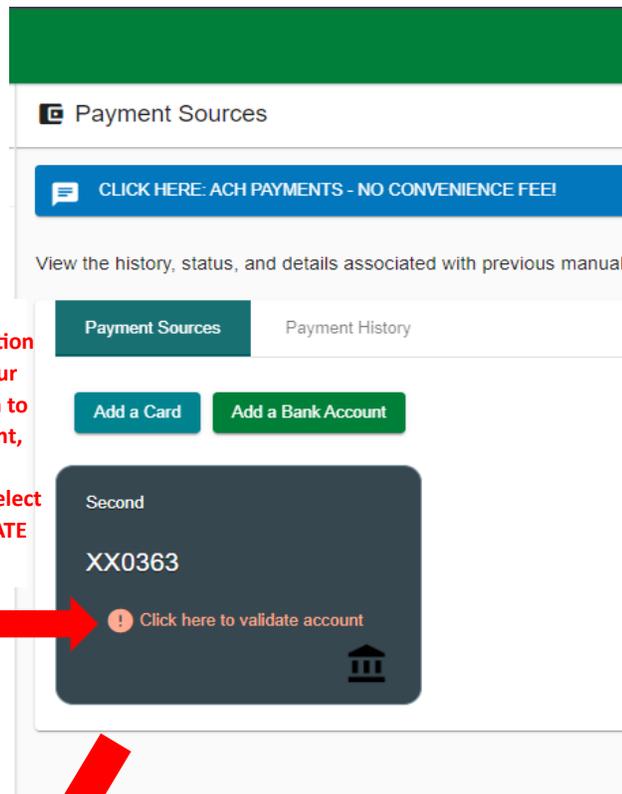
Activity

ACH Withdrawal COMPANY:	-\$0.10
SCHOOLCAFE ENTRY: ...	\$343.92

Apr 30, 2024

Once you see a transaction from School Café on your bank account you log in to your School Café account, click on payment info, payment sources and select "CLICK HERE TO VALIDATE ACCOUNT"

7



Payment Sources

CLICK HERE: ACH PAYMENTS - NO CONVENIENCE FEE!

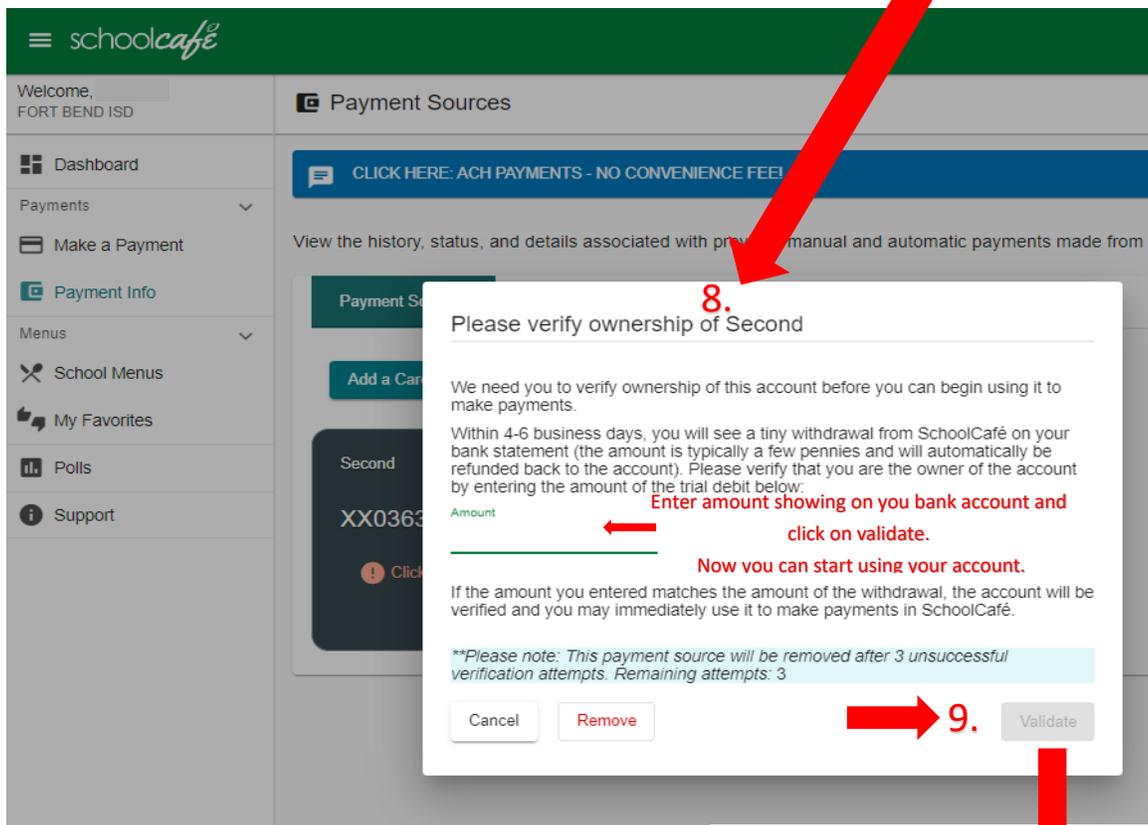
View the history, status, and details associated with previous manual

Payment Sources Payment History

Add a Card Add a Bank Account

Second
XX0363

Click here to validate account



Welcome, FORT BEND ISD

Payment Sources

CLICK HERE: ACH PAYMENTS - NO CONVENIENCE FEE!

View the history, status, and details associated with previous manual and automatic payments made from y

Payment S

Add a Car

Second
XX0363

Click

8. Please verify ownership of Second

We need you to verify ownership of this account before you can begin using it to make payments.

Within 4-6 business days, you will see a tiny withdrawal from SchoolCafé on your bank statement (the amount is typically a few pennies and will automatically be refunded back to the account). Please verify that you are the owner of the account by entering the amount of the trial debit below:

Enter amount showing on you bank account and click on validate.

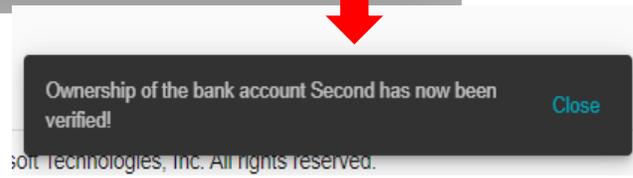
Now you can start using your account.

If the amount you entered matches the amount of the withdrawal, the account will be verified and you may immediately use it to make payments in SchoolCafé.

**Please note: This payment source will be removed after 3 unsuccessful verification attempts. Remaining attempts: 3

Cancel Remove Validate

9.



Ownership of the bank account Second has now been verified!

Close