



### **First Time Users:**

- Go to [www.regentsacademy.com](http://www.regentsacademy.com)
- Click on the **Resources Tab** and then click on E-Funds for Schools on the drop down screen.
- Click **Create an Account** in the lower left hand corner.
- Fill out the required information. Choose a Username & Password. **You do not need to know your Family Number. Only information with an \* indicates required fields.**
- Click **Create Account!**
- Now you must add the student(s) in your family by clicking **Manage Account** and then **Manage Students**.  
Add the students by **STUDENT NUMBER & Last Name**. **You will need to get your student's numbers from Mrs. DeKerlegand or Mrs. Gilbreath.**
- Click Add Student(s) after each student.
- Once you are done adding students, click the **Continue on Home** button.
- Next click on the **Payments Settings** button and then the **Payment Methods** button.
- This is where you will manage the way you pay for items. You may set up to pay from your checking account (Direct Debit - \$1 Fee) or a Credit/Debit Card (\$2.65 per \$100)

### **Return Users:**

- Once you have everything set up, you are ready to pay for items.
- Click on **Make a Payment** and then **Optional Fees**. Choose a child you want to pay for items by clicking on the arrow besides the student's name. Here you can find a list of various items to pay for. You may now add items to your cart by left clicking on the item and then the **Add to Cart** button. Please note, you DO NOT need to pay for tuition for EACH child. Please just choose one of your children and pay for ALL tuition owed.
- Once you are done adding items to the cart, please click **Begin Checkout**.
- **Please note, E-Funds limits EACH transaction to \$2,000. If you want to pay over \$2,000, please do so in more than one transaction.**

If you have any E-Funds questions, please email our Business Manager, Jennifer DeKerlegand, at [businessmanager@regentsacademy.com](mailto:businessmanager@regentsacademy.com) or text her at 936-645-0812.