



### First Time Users:

- Go to [www.regentsacademy.com](http://www.regentsacademy.com)



- Click on the E-Funds for Schools link at the bottom of the page.
- Click “Create an Account” on the left side of the page.
- Under “Create an Account” - Fill out this information. Choose a Username & Password.
- Click “Create Account”.
- Now you are on the “Management Student” screen. Here you must add the students in your family.
- Add the students by **Last Name and Student Number** (Yellow highlighted number below). **\*You must get your child’s student number from Mrs. Gilbreath or Mrs. DeKerlegand.**
- Click “Add Student” after each student.

### Your Student’s Numbers:

- Once you are done adding students, click the “Continue on Home” button.
- Now you need to click “Payment Methods” under “Payment Settings”.
- This is where you will manage the way you pay for items. You may set up to pay from your checking account (\$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”. Now you must choose which students to pay items for. Here you can find a list of various items to pay for. If you will click on the different tabs, you can add items to the cart. 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, click “Begin Checkout” and then “Pay Now”. **There is a \$2,000.00 limit. If you need to pay more than \$2,000.00, you will have to do so in more than one transaction.**

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