

# Step-by-Step

## Getting started with EFS Mobile Website



### You can now pay Book Fees online through your PowerSchool Parent Portal

1. Log in to your PowerSchool parent account by clicking the P on the BCSC home page or visiting: <https://powerschool.brownsburg.k12.in.us/public> (Student ID and password are available in the school office if you have never set up a PowerSchool parent account)
2. The fee balance is displayed when you click on the “Balance” icon in the left margin of the home page after you login to the PowerSchool Parent Portal.
3. Click the “eFunds for schools (a Pearson ISV Partner)” button in the upper right corner and it will direct you to the eFunds login page. If the you don’t have an eFund account, you will need to create one. Your Family Number is your student primary phone number in PowerSchool. You will also need a Student ID for each student when you add them to your account

#### MAKE A PAYMENT

1. Select type of payment you would like to make\*
2. Select student
3. Enter amount of payment
4. Select **Begin Checkout**
5. Choose payment method or enter new method
6. Review items and total
7. Select **Pay Now**

\*Direct debit incurs a \$1 fee and credit card payment fee is 3% of transaction amount.

#### ACCOUNT MANAGEMENT – STUDENTS

1. Log into your account
2. Select **Students** from **Account Management**
3. Enter student Last Name and Family or Student ID number
4. Select **Add Student(s)**
5. Repeat steps 2 – 4 to add additional students

#### ACCOUNT MANAGEMENT – PAYMENT INFORMATION

1. Log into your Account
2. Select **Payment Information** from **Accounting Management**
3. Select **New Credit Card** or **New Direct Debit** to add new payment information
4. After entering all required information, read Consent and select **Add** to save information to the account.