



Dear Parent:

The Charlotte Public School District is very excited to announce a partnership with *e-Funds for Schools*. We are now extending this convenient payment option to all parents in the district for a variety of activities including our meal program and child care program.

**REGISTRATION PROCESS:**

1. Go to the CPS website: [www.charlottenet.org](http://www.charlottenet.org)
2. Under "Parents" please select "E Funds"
3. You are now at the e-Funds for Schools website. Please select "Register."
4. Enter your account information (create your own user name & password).
5. Once the information is completed select "Continue."
6. Enter your family id number (listed below) and select "Add."
7. Click on the box next to each student in your family and select "Continue."
8. Enter your payment information and select "Continue."
9. Continue through the registration process and select "Go to Login" once you have successfully completed the setup process.

**PAYMENT PROCESS:**

1. Once logged in you will select "New Payments."
2. Enter the amount to be paid for each item and/or child and check the boxes that apply. Select "Pay for Items."
3. You will then be asked if you accept or decline the charges (check one) and then click on "Submit."
4. You will receive a confirmation page to print and will also receive an email from e-Funds for Schools once they process your payment.

Payments made will be applied to your respective family account within one business day of payment acceptance through e-Funds for Schools. We hope that you find this new tool convenient. We would appreciate any feedback you have after using the payment system.

**Please call the Charlotte Public Schools business office at 517-541-5112 to obtain your required family identification number on your child is enrolled through the Registrar's Office.**