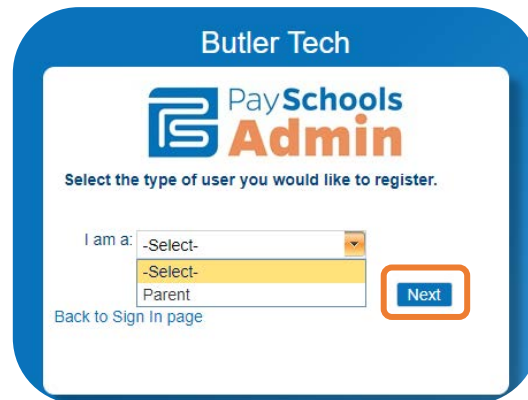


Parent Account Setup for Online Forms

PaySchools Central Parent Portal

To create a parent or emancipated student user account for access to PaySchools Forms:

1. Go to <https://butlertech.payschools.com>
2. Click the **Register** link
3. Click on the dropdown next to **I am a**;, choose **Parent** and click **Next**





New User Registration

Complete the New User Registration Form, then click on **Finish** to submit.

** Please note, if you have already registered with PaySchools Central you will still need to register with PaySchools Forms, but you can use the same email address and password for systems.*

Email Id is the email address you want to use with the account.



Parent Account Setup for Online Forms

Login and adding a student

After registering, you will be taken back to the login screen. Login using the Email Id and Password you just set.

At the Welcome Screen:

1. Click on **Add Student**
2. In the **Add Student** pop up box, enter your student's nine (9) digit ID Number beginning with 999
3. Their legal First Name
4. Their legal Last Name
5. Click **Continue**

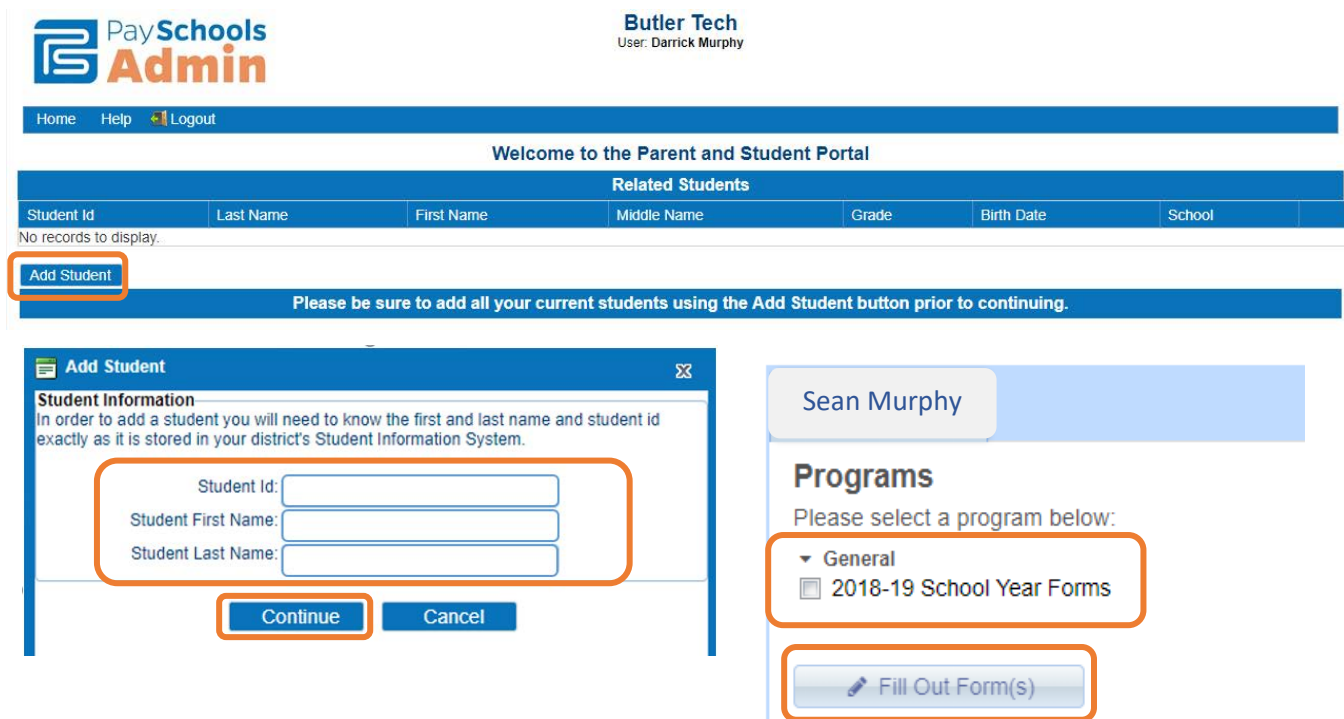
Please repeat steps 1 – 5 above for each of your students attending a Butler Tech Campus.

Completing Forms

At the Welcome Screen, click **Enter Forms**.

1. Click on the name of one of your students
2. Click on checkbox next to **2018-19 School Year Forms**
3. Click on **Fill Out Form(s)**
4. Complete the form for that student

Please repeat steps 1 – 4 above for each of your students attending a Butler Tech Campus.



The screenshot shows the Pay Schools Admin interface for Butler Tech. At the top, the user is identified as Darrick Murphy. A navigation bar includes Home, Help, and Logout. The main heading is 'Welcome to the Parent and Student Portal'. Below this is a table titled 'Related Students' with columns for Student Id, Last Name, First Name, Middle Name, Grade, Birth Date, and School. A message states 'No records to display.' An 'Add Student' button is highlighted with an orange box. Below the table is a blue banner with the text: 'Please be sure to add all your current students using the Add Student button prior to continuing.'

The 'Add Student' modal is open, showing 'Student Information' fields: Student Id, Student First Name, and Student Last Name, all highlighted with orange boxes. 'Continue' and 'Cancel' buttons are at the bottom of the modal.

On the right, the user's name 'Sean Murphy' is displayed. Under 'Programs', there is a section 'Please select a program below:' with a dropdown menu set to 'General'. The checkbox for '2018-19 School Year Forms' is checked and highlighted with an orange box. Below this, the 'Fill Out Form(s)' button is also highlighted with an orange box.


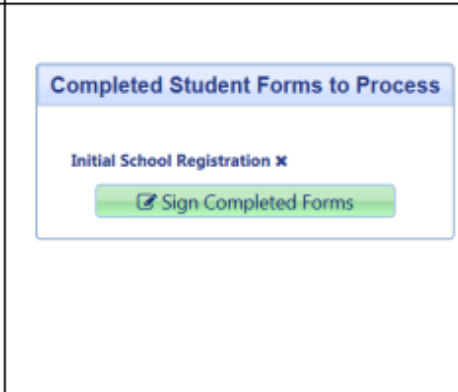
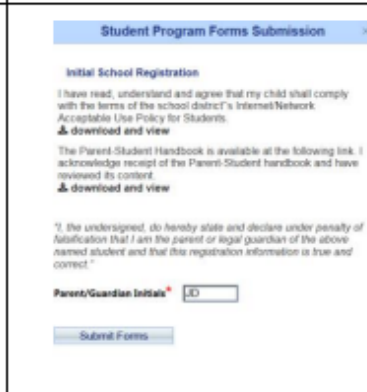
Parent Account Setup for Online Forms

If you have previously entered a form and clicked sign and submit, you will see the form under the Signed Programs section. You can click on the pencil icon to review or update your information. You can click on the download arrow to download a copy of your completed form.

Click the arrow to download a copy of the form



Fill out each section of the form completely. You will see a green check at the top of each section when you have entered all required information.

<p>When you have filled in all answers and each section has a green checkmark, click on "Save and Mark Complete"</p>	<p>Once you save and mark complete you will see the following screen. You need to click Sign Completed Forms.</p>	<p>Enter your initials and then click Submit Forms</p>
		

Need Assistance?

If you have any trouble completing the online forms, look for the [Instructions](#) link to the left on the Enter Forms page.

Contact Us: For assistance, please contact our support team at support@payschools.com or call us at 800-669-0792 between the hours of 8:30 a.m. to 7:30 p.m. ET Monday-Friday.