



## Parent Setup Guide for SendMoneyToSchool.com

### FEATURES

- Make online deposits
- View your children's purchase histories
- Set parental controls
- Transfer funds among siblings

### Step 1: Creating an Account

- To setup a new account, go to SendMoneyToSchool.com and click the *Create New Account* button.
- Follow the on-screen instructions.
- After clicking the *Create Account* button, a confirmation email will be sent to the address you provided. Be sure to check your junk or spam folders if you don't see it within a few minutes.

### Step 2: Confirm Your Email Address

- Click the link provided in the confirmation email to finalize creation of your account.

### Step 3: Adding Your Children

- Sign in and follow the on-screen instructions to add your children or yourself to your account.
- You will be asked to provide the following information for each person:
  1. ID Number
  2. First and Last Name
  3. Birthdate

### Frequently Asked Question

#### **I forgot my Password. Can I reset it?**

On the login page, click the *Forgot Your Password* link. Enter your email address, and a new password will be sent to you.

#### **How long does it take for deposits to appear at school?**

Upon approval, deposits typically are available at the school within 10 minutes.

#### **Is SendMyToSchool.com secure?**

SMTS uses encryption to protect your data in both the browser and at the data center. Additionally, no credit card information is stored on our servers.