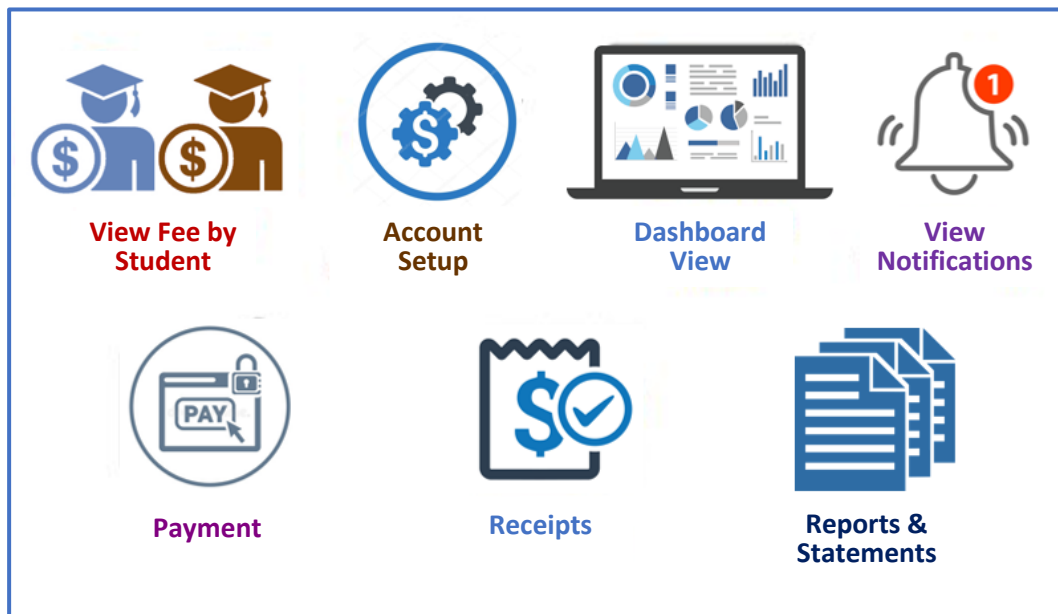


## Parent Account Setup

**Matt Money** is a secure way for parents to transact and manage their school payments. This document provides instructions on how to set up a parent account including how to add a method for payment.

### Overview

Parents (or relatives) may pay school fees using a bank transfer (**eCheck**) or with a credit card (**Visa, MasterCard, Discover, or American Express** – credit card fees apply). Account information must be entered via the OptionC Parent Portal. Be assured that this information is secure in the **Matt Money** system as only the logged-in parent has access to specific payment information.

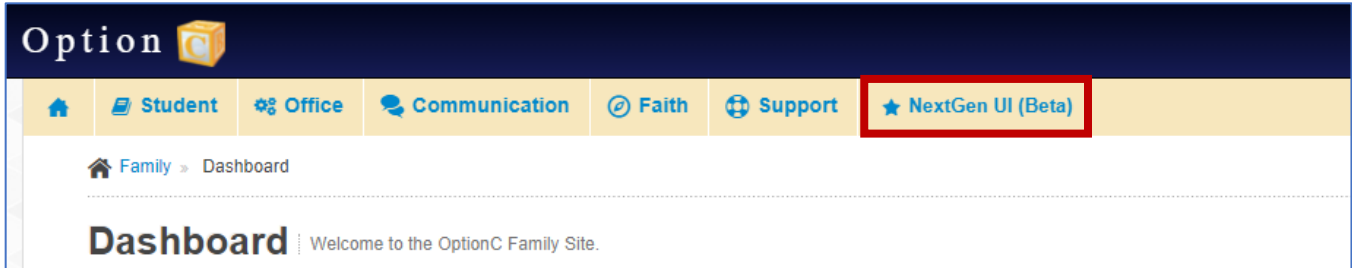


Please contact your child's school if you have questions regarding your **Matt Money** account.

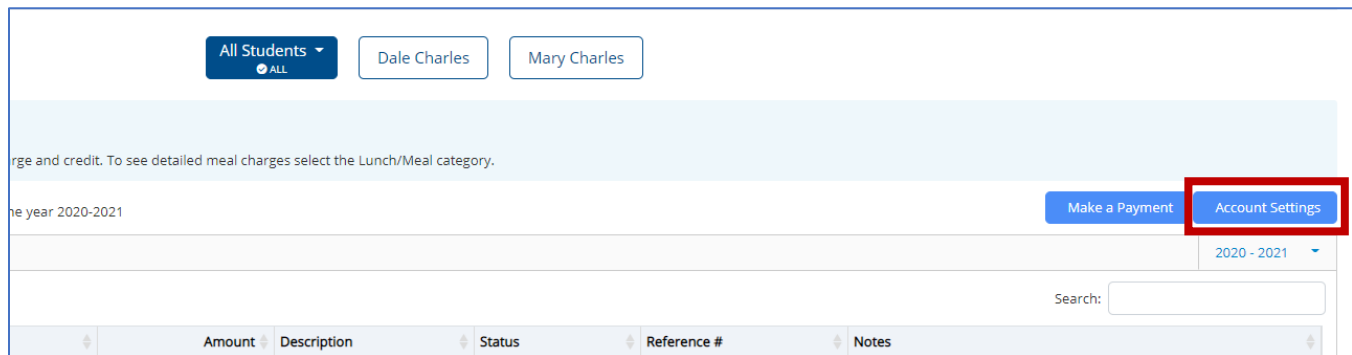
## Add New Payment Account

Login to the **Parent Portal**. (**Matt Money** cannot be accessed from a student login.)

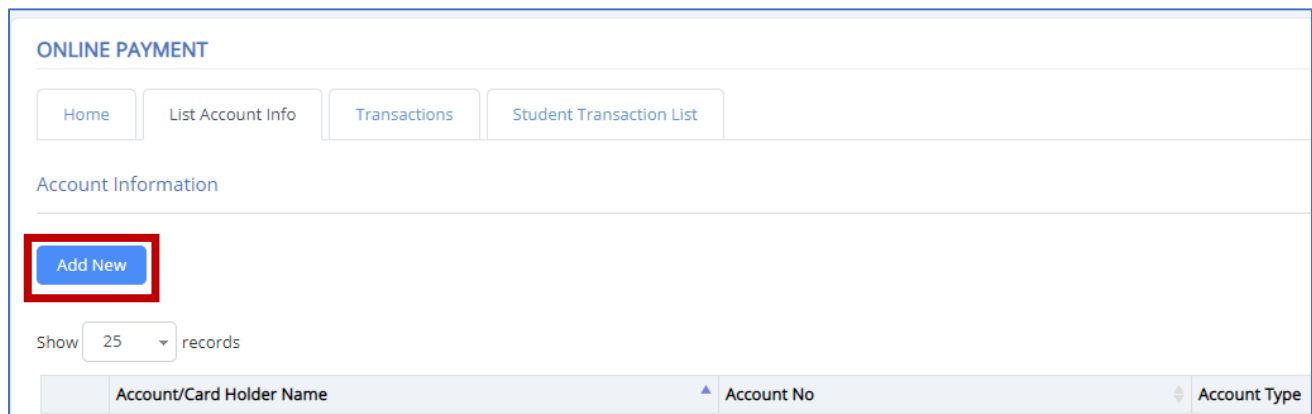
Click the ★ **NextGen UI (Beta)** tab



Click **Account Settings**.



Click **Add New**.



## eCheck (Bank Transfer)

Complete the section. Fields with an asterisk (\*) are required. Click **Save** when done.

ONLINE PAYMENT

Home | List Account Info | Transactions | Student Transaction List

Add Account

---

Account Holder's First Name: \* 1

Account Holder's Last Name: \* 1

Transaction Type: 2

---

Account Type: \* 3

 Checking

Account Holder Type: \* 4

 Personal  Business

---

Routing Number: \* 5

Re-enter Routing Number: \*

---

Account Number: \* 6

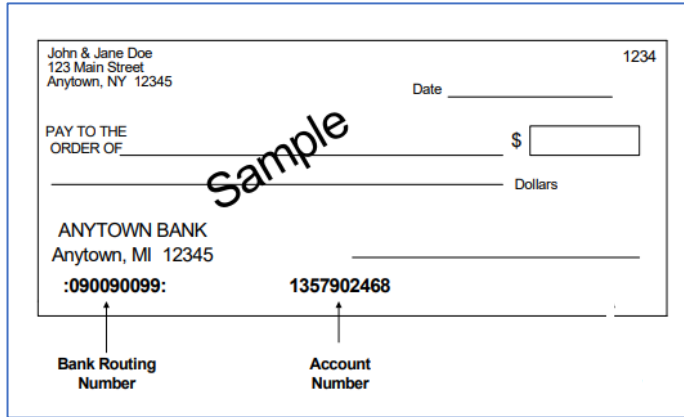
Re-enter Account Number: \*

---

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7

<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">1</span>	<b>Account Holder's First/Last Name*</b>	Name of the account holder (May differ from parent who has logged in)
<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">2</span>	<b>Transaction Type</b>	Select <b>eCheck</b>
<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">3</span>	<b>Account Type*</b>	Automatically set to <b>Checking</b>
<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">4</span>	<b>Account Holder Type*</b>	Identify if this is a <b>Personal</b> or a <b>Business</b> account
<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">5</span>	<b>Routing Number*</b>	Bank routing number (9 numbers only. No spaces/special characters.) Enter again to confirm
<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">6</span>	<b>Account Number*</b>	Bank account number (Numbers only. No space/special characters.) Enter again to confirm
<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">7</span>	<b>Save/Cancel</b>	<b>Save</b> changes or <b>Cancel</b> without saving
<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">8</span>	<b>Terms &amp; Conditions</b>	Click the link to view the Terms and Conditions Check the box to agree to the Terms and Conditions



Example showing **Routing Number** and **Account Number** for a checking account.  
 Contact your banking institution for more information.

### Bank Account Activation

A nominal setup fee will be charged by **Matt Money** to each new eCheck account to verify the accuracy of the account information. The eCheck account will be activated in **Matt Money** once the fee is processed.

The status of the eCheck account will remain **In Progress** until the fee is processed, at which time the status will change to **Active**. The parent will receive a notification in the **Parent Portal** once the charge has been successfully processed and activation is complete.

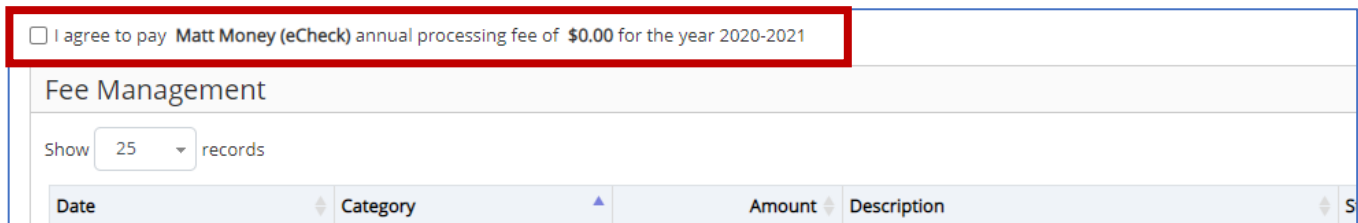
### eCheck Payments Using **Matt Money**

When a parent submits an eCheck payment, the school will receive payment from **Matt Money** within one (1) business day of the transaction initiated by the parent. The processing time required to transfer the money from the parent’s account to **Matt Money** is approximately 3 to 5 business days.

### Account Information/Annual OptionC **Matt Money** Fee

Each family is charged an **annual fee** by OptionC for the use of eChecks in the **Matt Money** system.

Click the checkbox on the Billing dashboard to acknowledge payment of the annual fee.



**Each school year, the first payment made by the family to the school will include the annual OptionC **Matt Money** fee.**

## Credit Card

Complete the section. Fields with an asterisk (\*) are required. Click **Save** when done.

ONLINE PAYMENT

Home | List Account Info | Transactions | Student Transaction List

Add Account

Card Holder's First Name: \* ① Card Holder's Last Name: \* ① Transaction Type: ②  
 First Name Last Name Credit Card

Card Type: \* ③  
 Amex  Discover  MasterCard  Visa

Card Number: \* ④ Re-enter Card Number: \* ④  
 XXXX-XXXXXX-XXXXX XXXX-XXXXXX-XXXXX

Expiration Date: \* ⑤ CVV: ⑥  
 MM/YY CVV

I Agree to the [Terms and Conditions](#) ⑧ ⑦

<span>①</span>	<b>Card Holder's First/Last Name*</b>	Full name of the credit card holder (May differ from parent who has logged in)
<span>②</span>	<b>Transaction Type</b>	Select <b>Credit Card</b>
<span>③</span>	<b>Card Type*</b>	Select <b>AmEx, Discover, MasterCard, or Visa</b>
<span>④</span>	<b>Card Number*</b>	Enter credit card number (Numbers only. No spaces/special characters.) Enter again to confirm
<span>⑤</span>	<b>Expiration Date *</b>	Enter credit card expiration date in <b>MM/YY</b> format (Numbers only)
<span>⑥</span>	<b>CVV*</b>	Enter the credit card <b>CVV (Card Verification Value)</b> – see image below
<span>⑦</span>	<b>Save/Cancel</b>	<b>Save</b> changes or <b>Cancel</b> without saving
<span>⑧</span>	<b>Terms &amp; Conditions</b>	Click the link to view the Terms and Conditions Check the box to agree to the Terms and Conditions



Example showing location of **CVV** for **Visa/MasterCard** and **American Express**.  
 Contact your credit card provider for more information.

## Parent Account Ledger

Once the setup is complete, click on **Home** to view the ledger of charges and payments.

Click on a student's name to view charges and payments for a single student.

The screenshot shows the 'FEE MANAGEMENT (view billing transactions)' interface. At the top, there are filters for 'All Students', 'Courtney Camp', and 'Michael Camp'. Below this, there is a summary of balances and a checkbox for 'I agree to pay Matt Money (ACH) annual processing fee of \$100.00 for the year 2020-2021'. The main section is titled 'Fee Management' and displays a table of transactions for the year 2020-2021. The table has columns for Date, Student, Category, Amount, Description, Status, Reference #, and Notes. A red box highlights the 'Status' column, which contains values like 'Completed' and 'Charged'. A red arrow points from the text above to the 'All Students' filter, and another red arrow points from the text below to the 'Status' column.

Date	Student	Category	Amount	Description	Status	Reference #	Notes
09/30/2020	Courtney Camp	Lunch/Meals	\$4.20	Lunch Credit	Completed		Monthly summed credits - 2 Total
09/30/2020	Courtney Camp	Lunch/Meals	(\$9.50)	Lunch	Completed		Monthly summed charges - 3 Total
09/10/2020	Courtney Camp	Extended Day Care	(\$25.00)	Before and after school care	Charged		After school care
08/10/2020	Courtney Camp	Extended Day Care	(\$25.00)	Before and after school care	Charged		After school care
09/10/2020	Michael Camp	Extended Day Care	(\$25.00)	Before and after school care	Charged		After school care
08/10/2020	Michael Camp	Extended Day Care	(\$25.00)	Before and after school care	Charged		After school care

The **Status** field in the ledger will show one of the following values:

<b>Charged</b>	The school has charged the parent's bank account or credit card.
<b>Completed</b>	Payment has been made from the parent's bank account to <b>Matt Money</b> . The payment transaction to the school is complete.
<b>Funded</b>	Payment has been made by <b>Matt Money</b> to the school. The transaction will appear in the parent's ledger in approximately 3 to 5 business days.
<b>Refunded</b>	The school has issued a refund to the parent's bank account or credit card.
<b>Reversed</b>	Payment has been declined by the parent's bank due to incorrect account information or insufficient funds. <b>Matt Money</b> has withdrawn the payment from the school account.

## Making Payments Using Matt Money

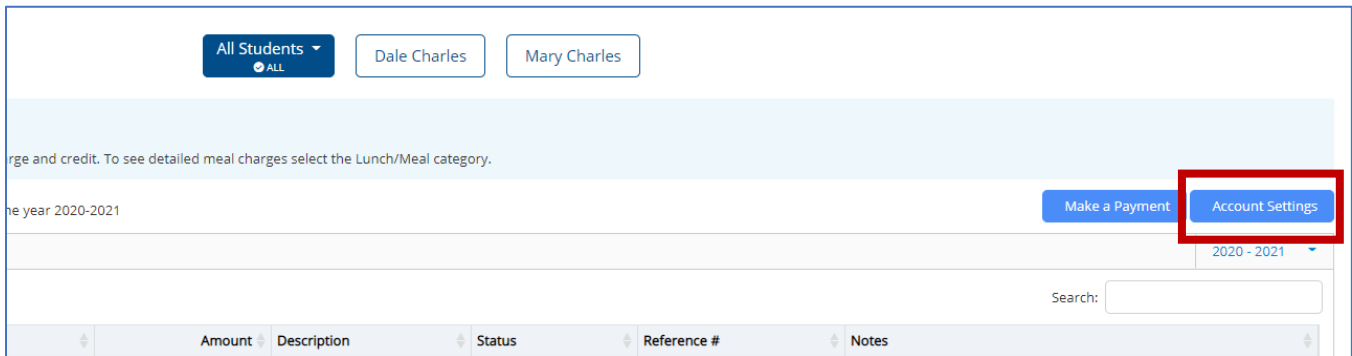
Payments may be made manually by the parent at any time once the eCheck account has been validated or the credit card information has been entered into the system.

## Automatic Payments

Schools have the option to create a charge that will deduct money from a parent's bank account or charge a parent's credit card automatically. Examples include monthly tuition payments or a one-time fee.

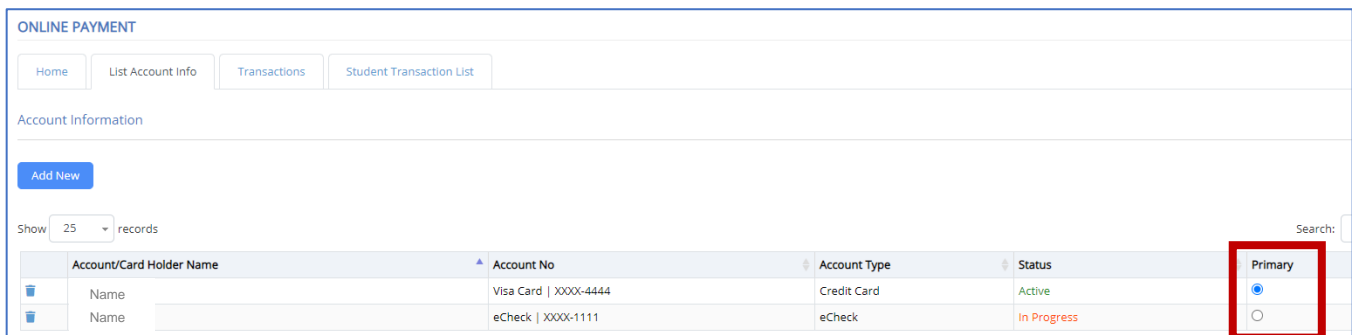
Parents must select which bank account or credit card will be used for automatic payments. This account/credit card is designated as the Primary Account.

Click **Account Settings** to view the payment information.



The screenshot shows a user interface for managing payments. At the top, there are buttons for "All Students" (with a dropdown arrow and "ALL" below it), "Dale Charles", and "Mary Charles". Below these, there is a light blue banner with text: "Charge and credit. To see detailed meal charges select the Lunch/Meal category." Underneath the banner, there is a section for the school year "2020-2021" with a "Make a Payment" button and an "Account Settings" button (highlighted with a red box). A search bar is also visible. At the bottom, a table header is shown with columns: Amount, Description, Status, Reference #, and Notes.

Click the radio button in the **Primary** column to select the account that will be used for automatic payments. The first account created by the parent will be selected as the default unless the parent selects a different account.



The screenshot shows the "ONLINE PAYMENT" account settings page. It has a navigation bar with "Home", "List Account Info", "Transactions", and "Student Transaction List". Below the navigation bar, there is an "Add New" button. A "Show 25 records" dropdown is visible. The main content is a table with columns: Account/Card Holder Name, Account No, Account Type, Status, and Primary. The "Primary" column has a radio button (highlighted with a red box) for each row. The first row is for a "Credit Card" (Active) and the second row is for an "eCheck" (In Progress).

Account/Card Holder Name	Account No	Account Type	Status	Primary
Name	Visa Card   XXXX-4444	Credit Card	Active	<input checked="" type="radio"/>
Name	eCheck   XXXX-1111	eCheck	In Progress	<input type="radio"/>

**Please contact your child's school if you have questions regarding your Matt Money account.**