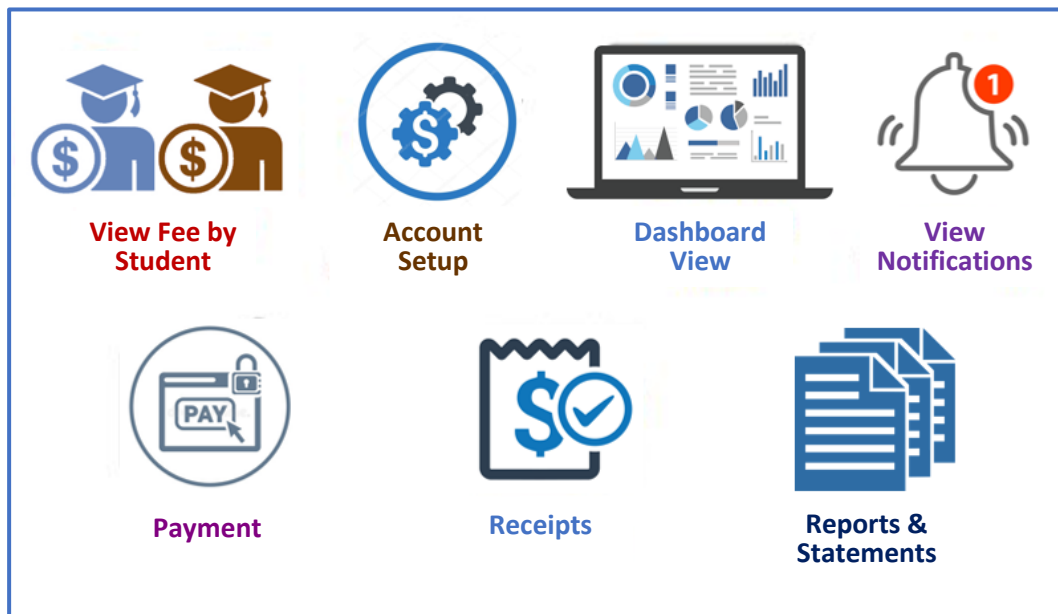# Parent Account Setup

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.
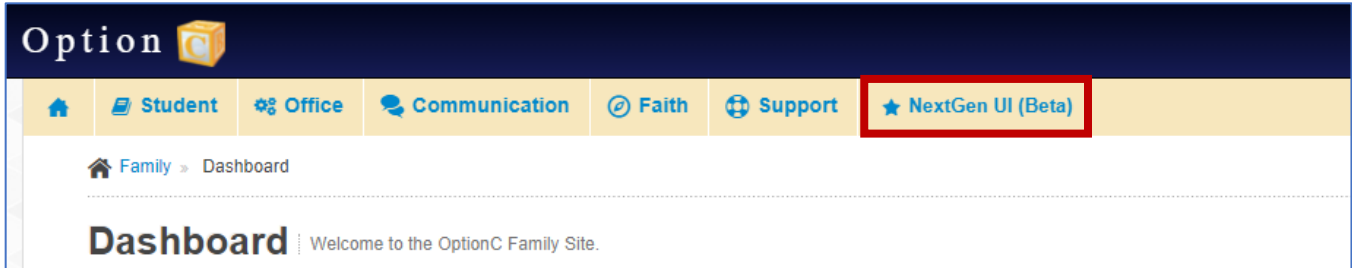
View Fee by Student	Account Setup	Dashboard View	View Notifications
Payment	**Receipts**	**Reports & Statements**	

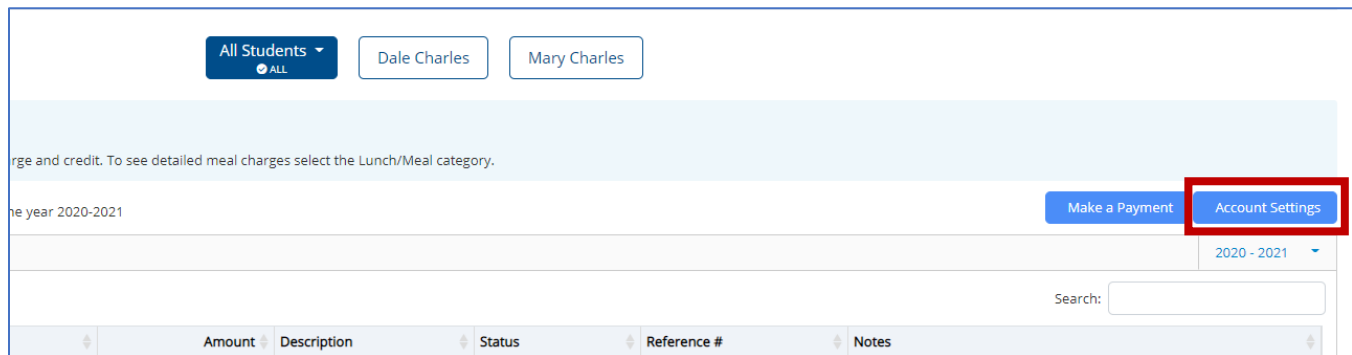**Please contact your child's school if you have questions regarding your Matt Money account.**

Add New Payment Account

Login to the **Parent Portal. (Matt Money** cannot be accessed from a student login.)
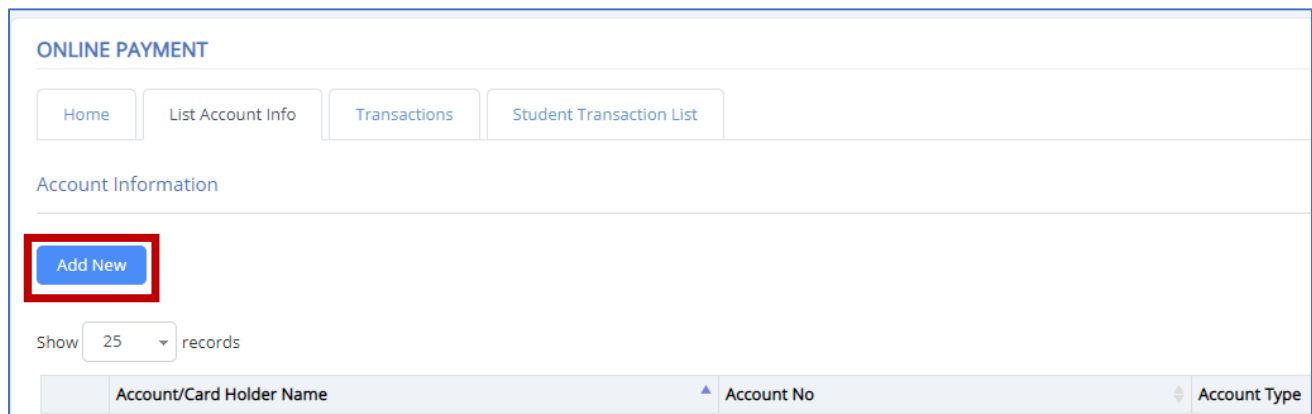Click the ★ **NextGen UI (Beta)** tab

Click **Account Settings.**

Click **Add New.**

eCheck (Bank Transfer)

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

①	**Account Holder's First/Last Name***	Name of the account holder (May differ from parent who has logged in)	
②	**Transaction Type**	Select **eCheck**	
③	**Account Type***	Automatically set to **Checking**	
④	**Account Holder Type***	Identify if this is a **Personal** or a **Business** account	
⑤	**Routing Number***	Bank routing number (9 numbers only. No spaces/special characters.) Enter again to confirm	
⑥	**Account Number***	Bank account number (Numbers only. No space/special characters.) Enter again to confirm	
⑦	**Save/Cancel**	**Save** changes or **Cancel** without saving	
⑧	**Terms & Conditions**	Click the link to view the Terms and Conditions Check the box to agree to the Terms and Conditions	
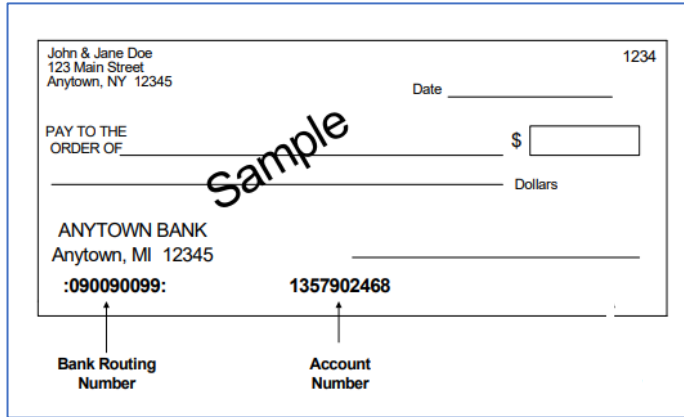
Example showing **Routing Number** and **Account Number** for a checking account.

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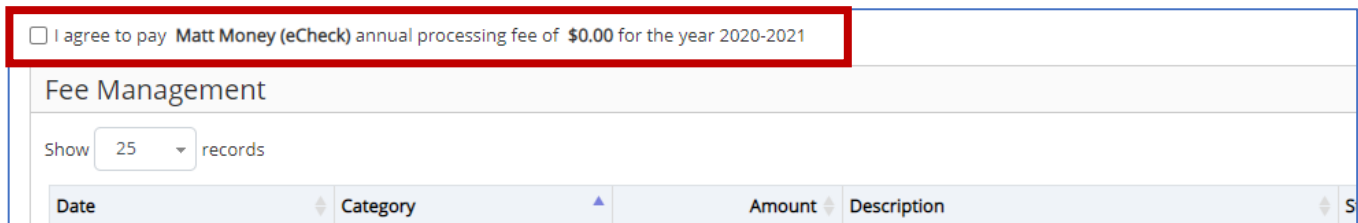
Each school year, the first payment made by the family to the school will include the annual OptionC Matt Money fee.

Credit Card

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

①	**Card Holder's First/Last Name***	Full name of the credit card holder (May differ from parent who has logged in)
②	**Transaction Type**	Select **Credit Card**
③	**Card Type***	Select **AmEx**, **Discover**, **MasterCard**, or **Visa**
④	**Card Number***	Enter credit card number (Numbers only. No spaces/special characters.) Enter again to confirm
⑤	**Expiration Date ***	Enter credit card expiration date in **MM/YY** format (Numbers only)
⑥	**CVV***	Enter the credit card **CVV** (**C**ard **V**erification **V**alue) – see image below
⑦	**Save/Cancel**	**Save** changes or **Cancel** without saving
⑧	**Terms & Conditions**	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 **Status** field in the ledger will show one of the following values:

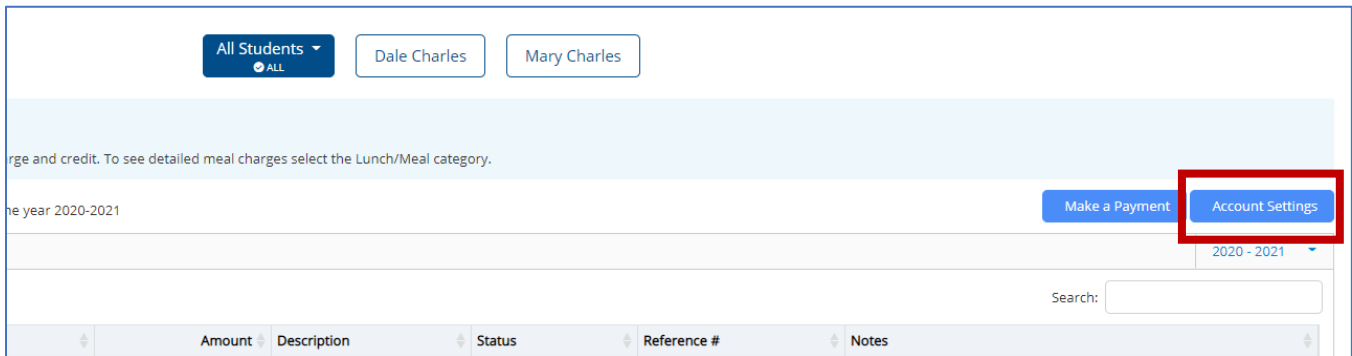|	
Charged	The school has charged the parent's bank account or credit card.
Completed	Payment has been made from the parent's bank account to **Matt Money**. The payment transaction to the school is complete.
Funded	Payment has been made by **Matt Money** to the school. The transaction will appear in the parent's ledger in approximately 3 to 5 business days.
Refunded	The school has issued a refund to the parent's bank account or credit card.
Reversed	Payment has been declined by the parent's bank due to incorrect account information or insufficient funds. **Matt Money** 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.
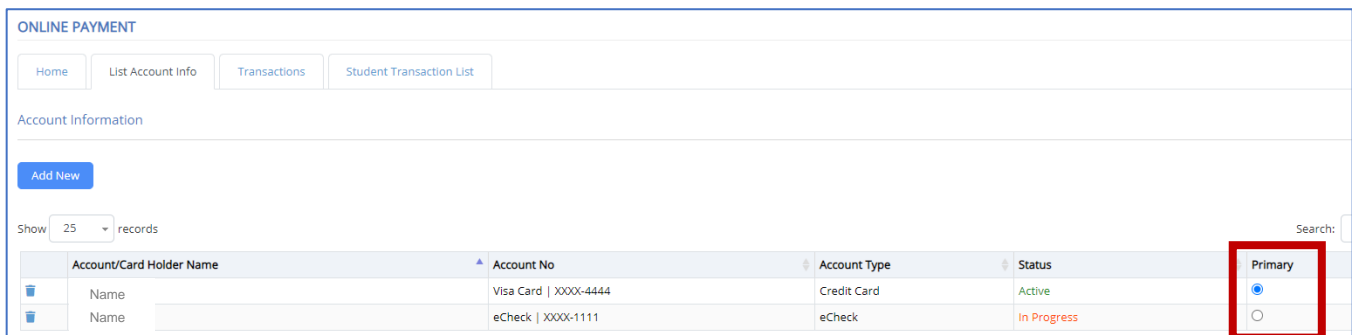
Parents must select which bank account or credit card will be used for automatic payments. This account/credit card is designated as the Primary Account.

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

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.

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