



Dear Parent,

The last day of school is just around the corner, which means you will need to deactivate your student's auto-replenishment in PaySchools Central if you don't want automatic payments to continue during the summer months.

If you use the auto-replenish option offered by PaySchools Central, we recommend you log into your account and make sure that this feature is set to turn off on the final day of school:

To do this, follow these steps:

- Visit [www.payschoolscentral.com](http://www.payschoolscentral.com)
- Click on "Auto-Replenishment" from the home screen or user menu
- Set the date you want this automation to end and turn the payment off
- Be sure to click "save" once you have set everything up, and PaySchools Central will take care of the rest!

**Contact Us:**

If you have questions regarding the auto-replenishment feature or your PaySchools Central account, please feel free to contact our dedicated PaySchools Central Parent Help Support Staff.

**[support@payschools.com](mailto:support@payschools.com) or 1-800-669-0793**

Sincerely,