



First Time Users:

- Go to www.regentsacademy.com
- Click on the E-Funds for Schools link on the right side of the page.
- Under New Users - Click Register Here.
- Under Sign Up - Fill out this information. Choose a Username & Password.
- Click Sign Up!
- Now you are on the Student Management Screen. Here you must add the students in your family.
- Add the students by **STUDENT NUMBER & Last Name**. You may obtain each of your children's student numbers from the school office.
- Click Add after each student.
- Once you are done adding students, click the Continue to Account Overview button.
- Now you need to click Payment Information under Account Settings.
- This is where you will manage the way you pay for items. You may set up to pay from your checking account (\$1 Fee) or a Credit/Debit Card (\$2.65 per \$100)

Return Users:

Once you have everything set up, you are ready to pay for items. Click on Make a Payment. Here you can find a list of various items to pay for. If you will click on the different tabs for your children, you can add items to pay for. Please note, you DO NOT need to pay for tuition for EACH child. Please just choose one of your children and pay for ALL tuition owed.

If you have any E-Funds questions, please email Jennifer DeKerlegand at rabusinessmanager@gmail.com or text her at 936-645-0812.