



December 2021

Invoices Have Been Sent for 2022-23 School

By now, your school should have received the 2022-23 school year invoice to use BeneFAQ. There are three ways to pay for uninterrupted use of the system for the upcoming application year.

1. Pay by check via the paper invoice that was mailed.
2. Pay by credit card via the electronic version of the invoice that was emailed).
3. Pay by credit card by calling us at 303-219-0222.
4. Pay in the BeneFAQ system under your account. From the Dashboard, Manage>Application Access.

[Contact us](#) with any questions you may have.

NOTE: *SchooCues client schools do not have to pay the annual fee and the new year will automatically be turned on for you. You can still adjust your access dates and duration.

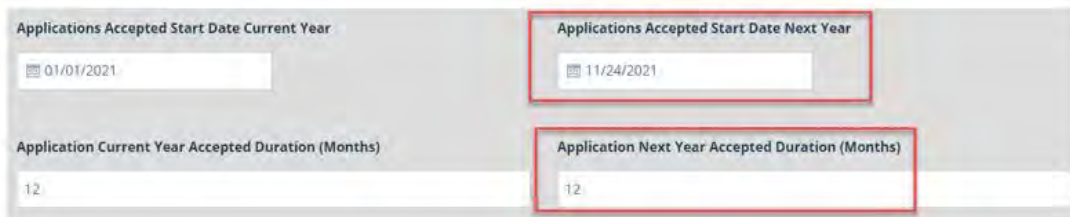
To Set Up Your New Application Year

To set up your new application year, you will need to first make your annual payment. Once you have made payment for the upcoming school year, you can set your start and end dates for taking applications. You can change this date and

set the duration your applications will remain opened by following these simple steps:

Log in to BeneFAQ. Once on your dashboard, hover of your school's name in the upper right-hand corner and select "Profile." Near the bottom of the page that opens, find **"Applications Accepted Start Date Next Year"** to set the date you prefer. The default date of 1/1/22 will already be shown. After you change the date, choose the number of months you are planning to allow access to that year's applications in the box for **"Application Next Year Accepted Duration (Months)."** Click Save at the bottom of the page.

Your application will now be accessible to applicants as you have specified. We are working to change the "duration" option to also accept a calendar date. Keep an eye out for that.



The screenshot shows a form with four input fields arranged in a 2x2 grid. The top-left field is labeled "Applications Accepted Start Date Current Year" and contains the date "01/01/2021". The top-right field is labeled "Applications Accepted Start Date Next Year" and contains the date "11/24/2021"; this field is highlighted with a red border. The bottom-left field is labeled "Application Current Year Accepted Duration (Months)" and contains the number "12". The bottom-right field is labeled "Application Next Year Accepted Duration (Months)" and contains the number "12"; this field is also highlighted with a red border.

How A Parent Creates a New School Year App

When a parent wants to create an application for the new school year, they create or login to their account. From there, they can click the button "Create New Application." The next screen will allow them to select the school year they for which they want to apply. They then select the school from the drop down. If your school has not yet paid for a school year application access, the school name will not appear on the list.

Partnership Arrangement



SchoolCues™
Your School Connector

BeneFAQ is now available to all SchoolCues clients at no cost to the school. **If you are on the hunt for an**

affordable do it all school management system that is priced for smaller school budgets, contact SchoolCues today.

SchoolCues is a school administrative software solution with an integrated web and mobile interface. This all-in-one solution is designed for small schools to simplify school management and administration from one place. SchoolCues is ideal for schools with limited resources, infrastructure, and budgets having to simplify and manage the parent audience in the mobile generation.

Partners for Excellence Worldwide



BeneFAQ is owned by SchoolRIGHT, LLC. Much of our communication to your school is under the heading of SchoolRIGHT or SchoolRIGHTGroup. Our former verification system was called Confidential Financial Services but rebranded BeneFAQ in the summer of 2021.

