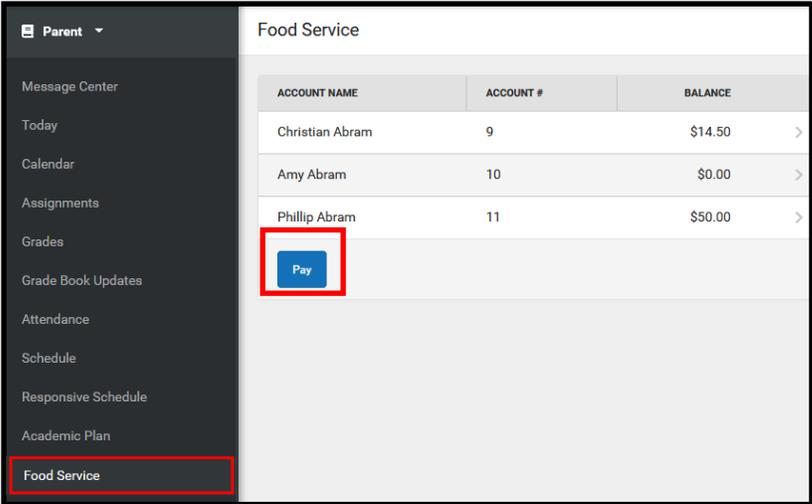


FOOD SERVICE (My Cart)

How do I view and add money to my Food Service Account?

Click on **Food Service**

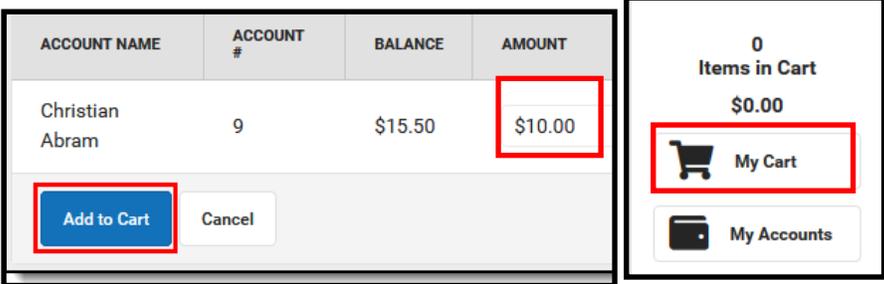
Select **PAY**



Enter the amount you want to add in the **Amount** field. If a box is not available for you to enter an amount, your account may not be active and you will need to contact your school.

Select **Add to Cart**

Select **My Cart** on the right

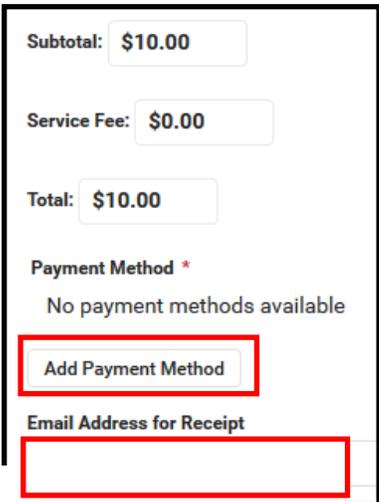


The **Checkout Screen** displays.

Click **ADD** (or select) your **payment method**.

Enter an **email address** for receipt

Be sure to select **SUBMIT PAYMENT** (bottom left)



Submit Payment

FOOD SERVICE (My Cart)

How do I make recurring payments?

To automatically add money to a Food Service Account:

- 1) Click on **My Accounts** (to the right)
- 2) Select **Recurring Payments**
- 3) Click on the **Arrow** under Amount

< Back Manage Accounts

Today

Calendar

Assignments

Grades ①

Grade Book Updates

Attendance

Schedule

Responsive Schedule

Academic Plan

Food Service

Fees

Payment Methods >

Recurring Payments ③ >

Payment History >

Optional Payments >

0 Items in Cart \$0.00

My Cart

My Accounts ②

AMOUNT

- >

- 4) Select Either **Monthly** or **Low Balance**
- 5) Enter the **Start & End Date**
- 6) Enter the **amount** you would like to re-load each time
- 7) Select or Add **Payment Method**
- 8) Enter **email address** for receipt
- 9) Be sure to click **SAVE** (bottom in blue)

Recurring Payment
Food Service

Frequency

Monthly

Low Balance

Start Date *

End Date *

Low Balance Amount *

Payment Amount *

Payment Method *

VISA

Email Address for Receipt

Save

PLEASE NOTE:

We have been having issues when using Internet Explorer. We recommend you **use Chrome or Firefox** as your browser on your computer.

If you still have issues: 1) *Try clearing your cache items;* 2) *Restart your browser;* or 3) *use a different browser*