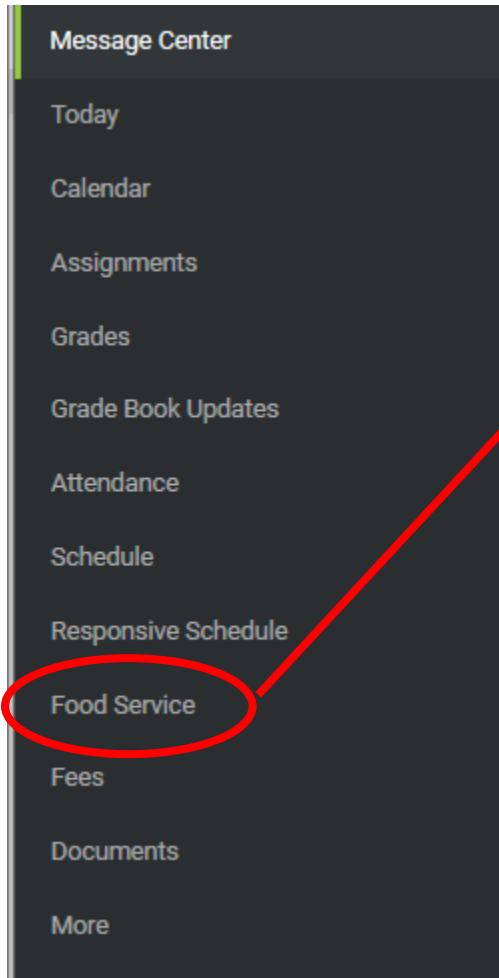
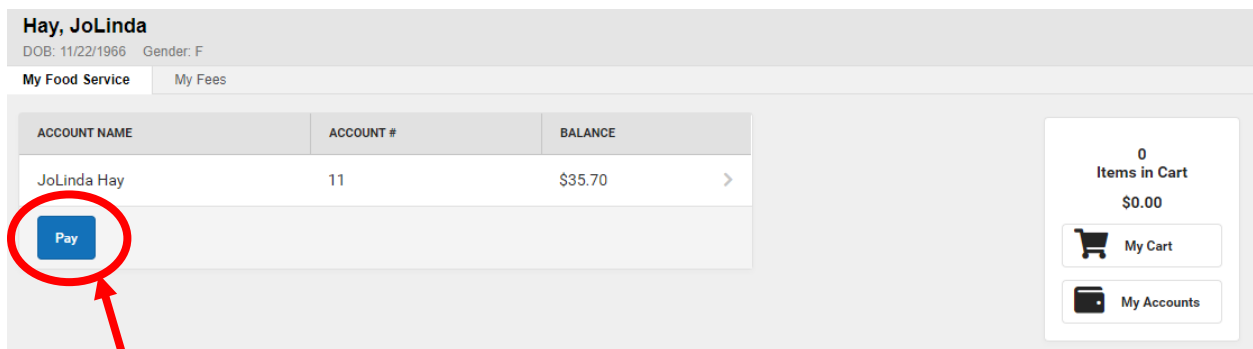


Food Service Payment "Cheat Sheet"

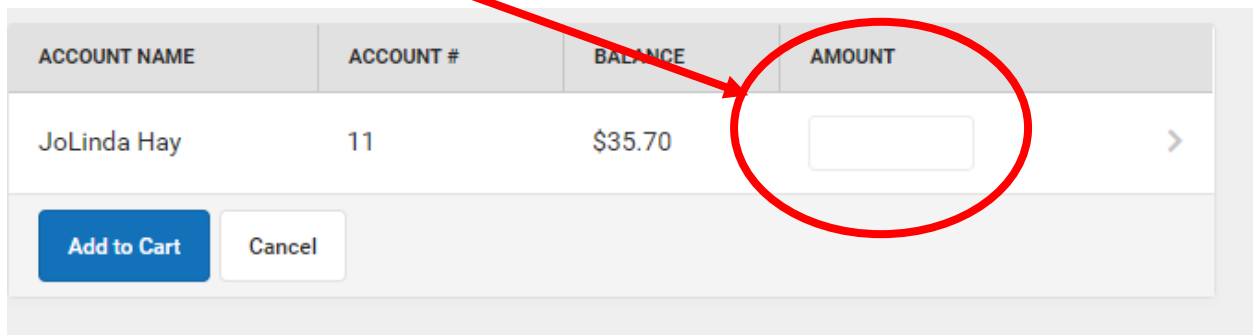


Food Service is now showing up in your parent portal account. This tab will allow patrons to pay for lunches online and also to set up recurring payments when lunch balance reaching a minimum amount.

Click on the Food Service link and the screen below will show up in the right hand window.

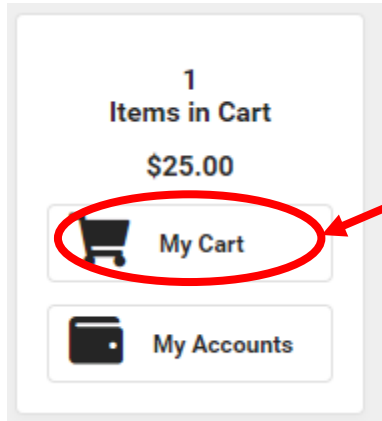


Click the Pay button and an "AMOUNT" box will appear to type in your payment



Food Service Payment "Cheat Sheet"

Once you have added your payment amount, click the "Add to Cart" button.



Click the "My Cart" button on the right side of the screen

Click the "Add Payment Method" to add your credit card

| FOOD SERVICE ACCOUNT | NAME | AMOUNT | |
|----------------------|--------------|---------|------------------------|
| 11 | Hay, JoLinda | \$25.00 | Remove |

| | | |
|------------------------------------|---------------------|----------------|
| Payment Method * | Subtotal: | \$25.00 |
| No payment methods available | Service Fee: | |
| Add Payment Method | Total: | \$25.00 |

Email Address for Receipt

[Submit Payment](#)

Food Service Payment "Cheat Sheet"

Payment Method
VISA DISCOVER

Nickname

Card Number *

Card Expiration *

First Name * Last Name *

Address *

Zip Code *

Default Payment Method
 Use as default

Add your credit card information:

Nickname: Add a name that will remind you what card you have used (as you can save payment methods for later use).

Add Card information, name on card, your address and zip code.

Check the "Use as default" if you want this card to pull up automatically when you sign on to make a lunch payment.

Click the "Save" button.

| FOOD SERVICE ACCOUNT | NAME | AMOUNT |
|----------------------|--------------|-----------------------------------------------|
| 11 | Hay, JoLinda | \$25.00 <input type="button" value="Remove"/> |

Payment Method

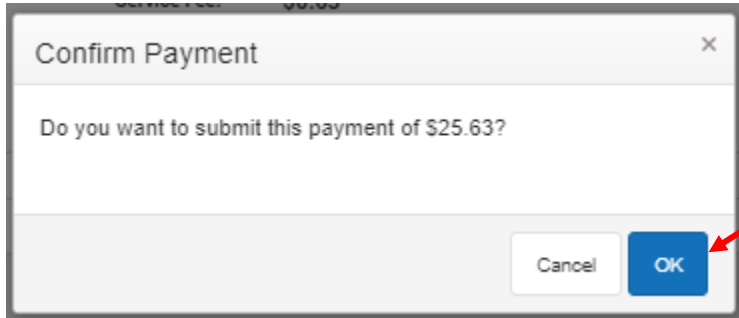
Subtotal: \$25.00
Service Fee: \$0.63
Total: \$25.63

Email Address for Receipt

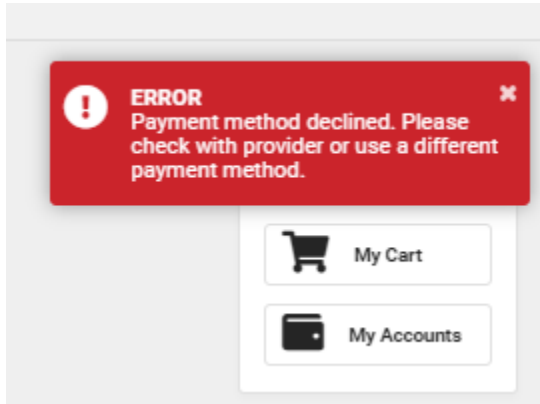
Annotations:

- A "Service Fee" is added to all credit card payments.
- Add "email address" for your receipt
- Click "Submit Payment"

Food Service Payment "Cheat Sheet"

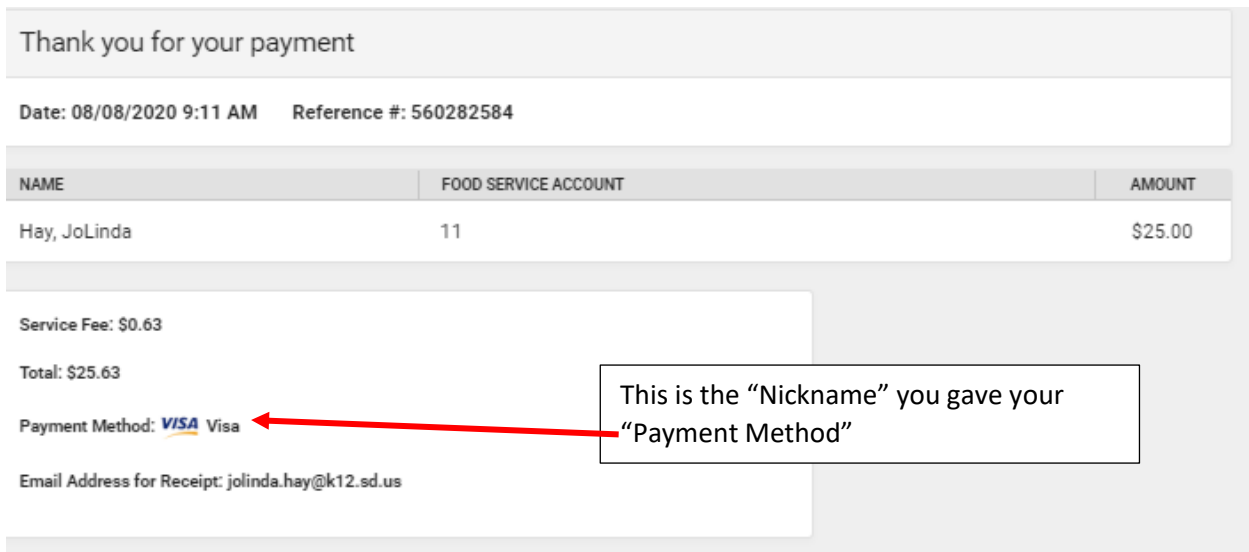


Click "OK" to confirm your Payment.



If you receive this message, you put in some incorrect credit card information, go into "My Accounts" and set up a new "Payment Method" and click "Submit Payment" again.

The following screen will appear when you have successfully made your payment. You will also receive an email with a payment receipt.



This is the "Nickname" you gave your "Payment Method"