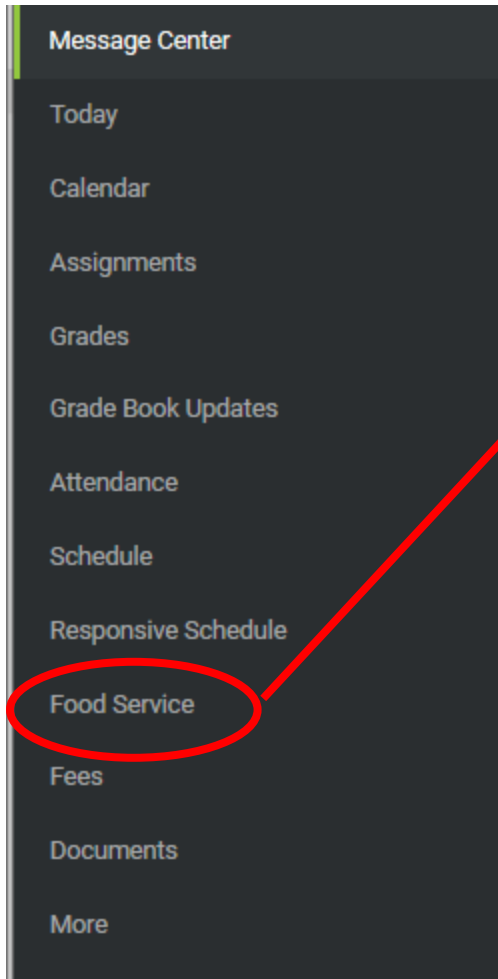
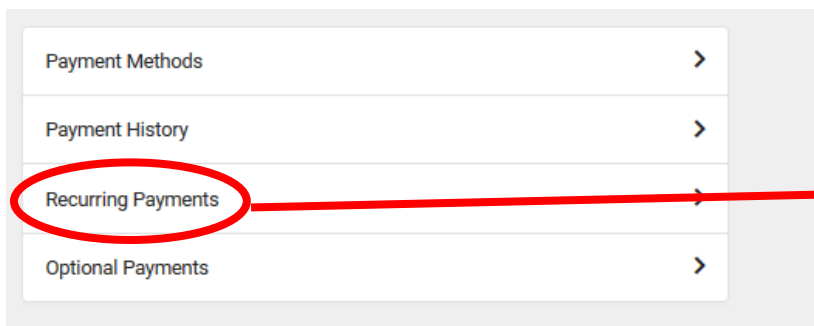
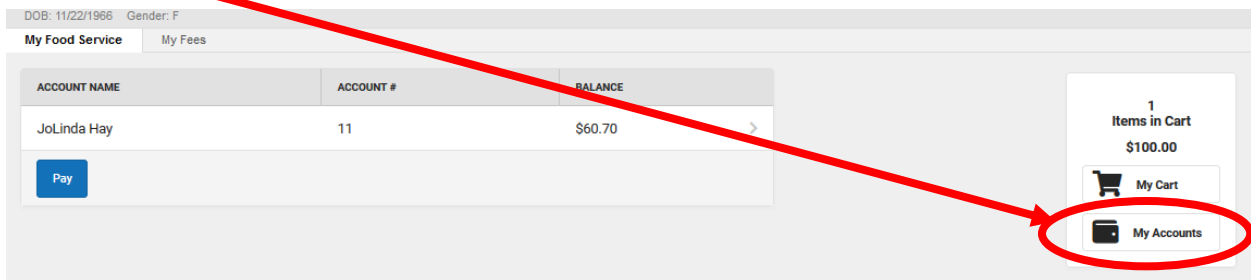


RECURRING PAYMENT "CHEAT SHEET"



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 "My Accounts" on the right side of the window



Click "Recurring Payments"

RECURRING PAYMENT "CHEAT SHEET"

Click on "Food Service"



TYPE	FREQUENCY	AMOUNT
Food Service	-	-

This screen appears on the right side of the payment window.

Recurring Payment
Food Service

Frequency

Weekly
 Semi-Monthly (1st and 15th of Month)
 Monthly
 Low Balance

Start Date * 
End Date * 

Low Balance Amount * **Payment Amount ***

Payment Method VISA Visa **Service Fee**

Total

Select the "Frequency" of payment

- Weekly
- Semi Monthly
- Monthly

Low balance (this is the frequency we recommend)

Add a start and end date for payments:

- Start Date could be 1st day of school
- End Date could be May 10, 2021

Add the "Low Balance Amount" you want to be at before automatically charging said payment to your credit card.

Add recurring amount you want to pay on your account with your credit card

Add your credit card information* or select a card payment by it's "Nickname"

Click "Save"

****If you have not added a credit yet, complete the following step:**

RECURRING PAYMENT "CHEAT SHEET"

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](#)

Payment Method

VISA MASTERCARD DISCOVER

Nickname

Card Number *

Card Expiration *

First Name * Last Name *

Address *

Zip Code *

Default Payment Method
 Use as default

[Save](#) [Cancel](#)

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.

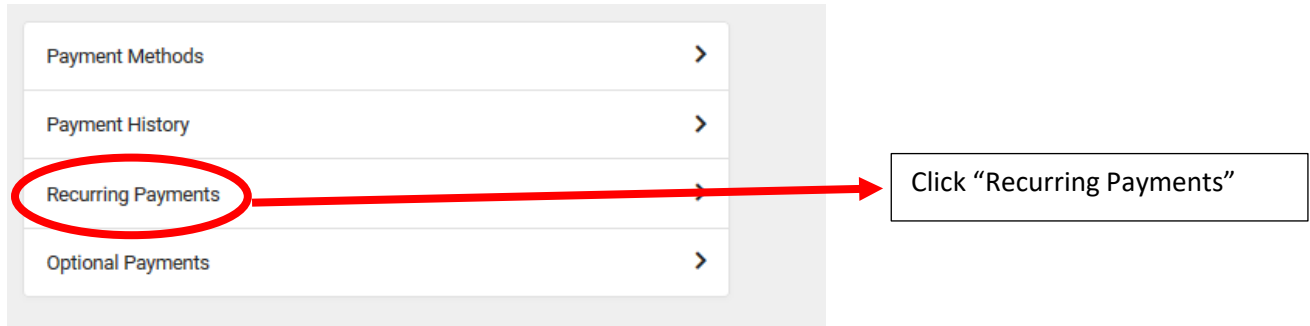
Check the "Use as default" if you want this card to pull up automatically when you sign on to make a lunch payment.

Click the "Save" button.

RECURRING PAYMENT “CHEAT SHEET”

When you have added your payment and clicked “Save” (may have to click “Save” twice
-once to “save” your credit card information and once to “save” your recurring payment information.

Once you have saved your credit card information and your recurring payment you will once again see the screen below:



Now you should see a screen similar to the one below showing your recurring payment information.

← Back | Recurring Payments

TYPE	FREQUENCY	AMOUNT	
Family Food Service	Low Balance	\$102.50	>

Congratulations! You set up a recurring payment for your child(ren)’s lunch bill!!