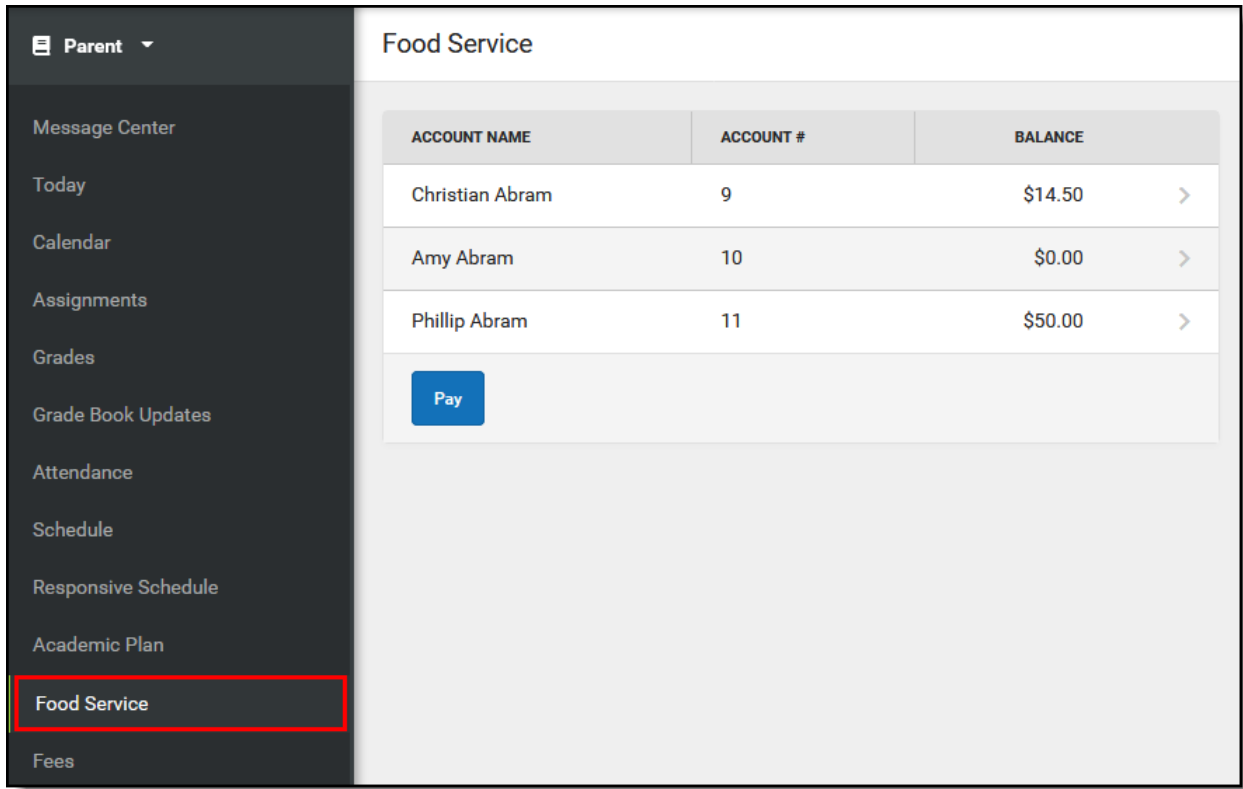


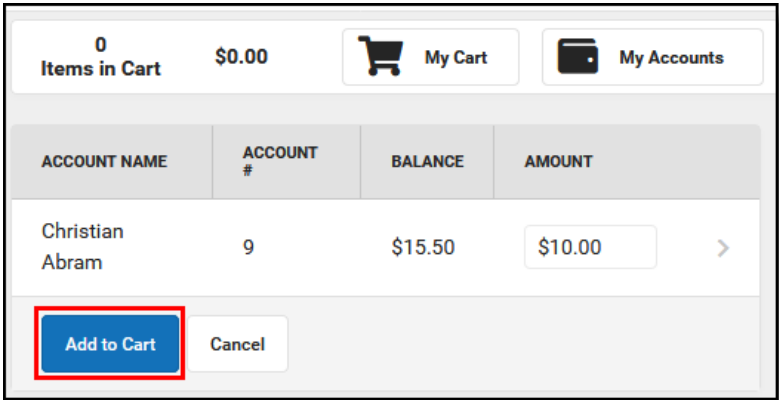
Where do I go to view and add money to my Food Service Account?

The Food Service tool is available in the outline on the left.



How do I add money to my Food Service account?

1. Select **Pay**.
2. 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 may need to contact your school.
3. Select **Add to Cart**.



4. Select **My Cart**. The Checkout Screen displays.
5. Select the **Payment Method** you want to use and enter an **Email Address for Receipt** (*optional*).
6. Select **Submit Payment**.

How do I view what I have purchased?

To see a list of items that you have purchased, select your account name. A screen displays with all of your account's details, including any deposits or adjustments.

Food Service

ACCOUNT NAME	ACCOUNT #	BALANCE	
Christian Abram	9	\$15.50	>

Pay

Christian Abram

Time Frame

Last 7 Days

Totals for selected time frame

Current Balance:	\$15.50	Starting Balance:	\$0.00
Money In:	\$21.00	Money Out:	\$5.50

05/13/2019

Deposit

+\$20.00

05/15/2019

Student Lunch

\$3.50

Chips

\$1.00

Juice

\$1.00

05/15/2019

Deposit

+\$1.00

BALANCE ADJUSTMENT

Print