



myschoolaccount.com

Online School Lunch Account Payments



Create Your Account Today!

Step 1 Visit www.myschoolaccount.com and click the **Create Account** button at the top right of the homepage.

Step 2 Enter your personal information required on the Parent Account Sign-Up page. Click **Next** when finished.

Step 3 Create a User ID and Password. Please make a record of your User ID and Password for future use. Click **Next** when finished.

Step 4 Select your student's School District from the "School District" drop down menu. Check that you have accepted the terms of the User Agreement and click **Next** when finished.

Step 5 Verify the information you have entered to create your parent account and edit any section that is not correct. Click **Finish** to complete the process. An email will be sent to your email address after you press "Finish". This email will contain a verification code. You will need this code the first time you login to verify that your email address is correct.

If you are using any type of email SPAM blocking software, be sure to allow emails from "myschoolaccount.com".

Step 6 It's time to add your student. After you login, click on the **Manage Students** icon located under the myschoolaccount.com logo. Click the Add Student button. Follow the prompts on the next page. You will then need your student's assigned Student ID#.

Step 7 After you have successfully added your student, you are ready to make a deposit. From the Dashboard, click on the **Deposit Funds** icon located under the myschoolaccount.com logo. Find the **My Students** box and fill in the amount to deposit. Select your payment method and click **Make Deposit**. Fill in your billing information as well as your payment information. Click **Proceed** when done. You'll then be asked to verify your transaction. If all info is correct click **Pay Now**.

Use MySchoolAccount.com to access these awesome features:

- Make secure lunch account payments online
- Receive low balance notifications
- Convenient mobile app for Apple and Android
- View purchase history for over the last 30 days
- Manage multiple students at once
- Transfer funds between multiple students
- Automatically updates students accounts
- Plus much more!



**ONLINE
PAYMENTS**



**SAFE &
SECURE**



**MOBILE APP
AVAILABLE**