



# myschoolaccount.com

Online School Lunch Account Payments



## Create Your Account Today!

**Step 1** Visit [www.myschoolaccount.com](http://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**