

How to Add Money to Food Service Account in the Parent Portal

On a computer

The **Food Service** tool allows you to see what meals and food items were purchased as well as add money to your child's Food Service account.

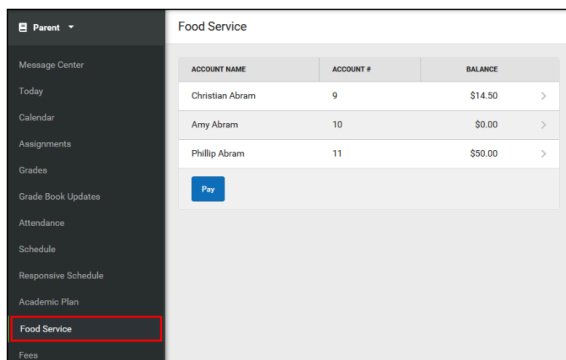
From here you can also view

- Current account balances,
- Money in and money out, and
- Adjustments made to your accounts by the school office.

The number of accounts that appear on this screen depend on whether you are a student, a parent, or a parent with access to multiple accounts.

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

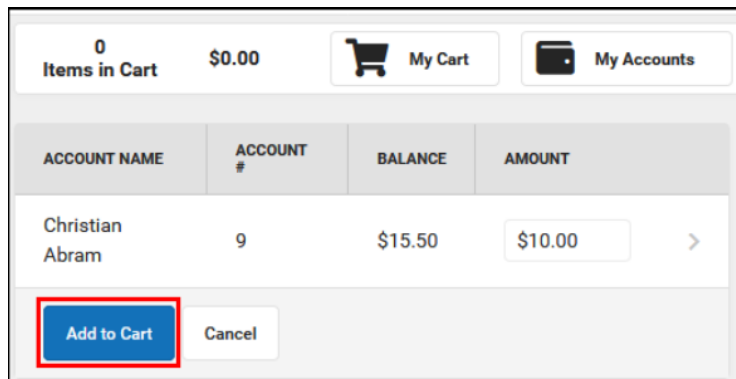
The Food Service tool is available in the outline to the left.



How do I add money to a Food Service account?

If this is your first time making an online payment you will need to click on "My Accounts" on the right hand side, then "Payment Methods", then "New". Enter the information for your payment method, then click "Save". Then go back to the "Food Service" tab.

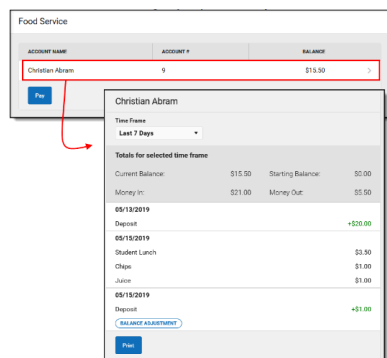
1. Select **"Pay"** under the student names.
2. Enter the amount you want to add for each student in the **Amount** field. If a box is not available for you to enter an amount, your account may not be active and you will need to contact your building admin. Assistant.
3. Select **Add to Cart**.



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

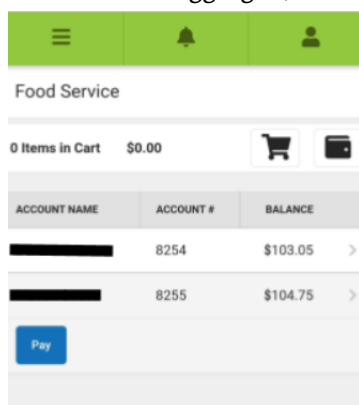
How do I view what has been purchased?

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



On a phone or tablet:

1. After logging in, click on the “Food Service” tab in the menu. You should see the screen below



2. If this is your first time making an online payment you will need to click on the wallet at the top, then **“Payment Methods”**, then **“New”**. Enter the information for your payment method, then click **“Save”**. Then go back to the **“Food Service”** tab.
3. Click on **“Pay”** under the student name. Enter the amount to pay for each student and click **“Add to Cart”**.
4. Click on the cart at the top, then click **“Submit Payment”** at the bottom.

******Payments can also be made at either the LIW or MS/HS office with Cash or Check. If paying with cash please put cash in an envelope with the child's name. The school will not be responsible for lost or misplaced cash.