1 Register
   a. Click Register
   b. Verify "I'm registering as a Parent" is selected and click Next Step
   c. Enter your school district name and then click Next Step
   d. Enter your name and contact information, and then click Next Step
   e. Set up your username and password
   f. Select a Security Question and enter a Security Answer, and click Next Step
   g. Click I'm not a robot and follow the reCAPTCHA prompts
   h. Check I accept the Terms & Conditions and click Create My Account

2 Add Your Student(s)
   a. Click Students → Student Accounts
   b. Click Add a Student
   c. Enter your Student's ID [and Lunch PIN, if asked] and select your student's School
   d. Click Search & Verify Student
   e. Click Add this Student

Set Automatic Payment
   1. Click Students → Student Accounts
   2. Click Automatic Payment ( ) in a student listing
   3. Enter Payment Amount
   4. Enter amount in Balance Threshold to trigger payment
   5. Select a Payment Source
   6. Set Auto Pay Expiration Date for stop payment date
   7. Click Add Automatic Payment

Set Low Balance Alerts
   1. Click Students → Student Accounts
   2. Click Low Balance Alert ( ) in a student listing
   3. Enter Threshold amount
   4. Enter number of days to elapse between alerts
   5. Click Set

3 Add Payment Source
   a. Click My Account → Payment Sources
   b. Click Add a Card
   c. Enter your Card Number and Card Expiration date
   d. Enter a name to associate with this card, if wanted
   e. Click Add Card

4 Make a Payment
   a. Click Students → Student Accounts
   b. Click Make a Payment
   c. Enter Payment dollar amount
   d. Click
   e. Select a Payment Method, or enter card information for a one-time payment
   f. Click