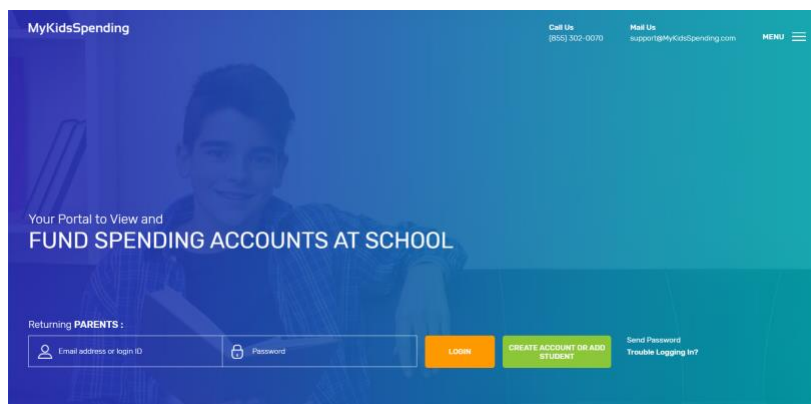
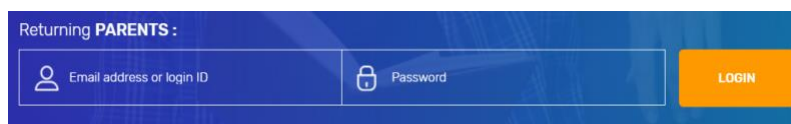


“My Kids Spending” Online Lunch Order Procedure

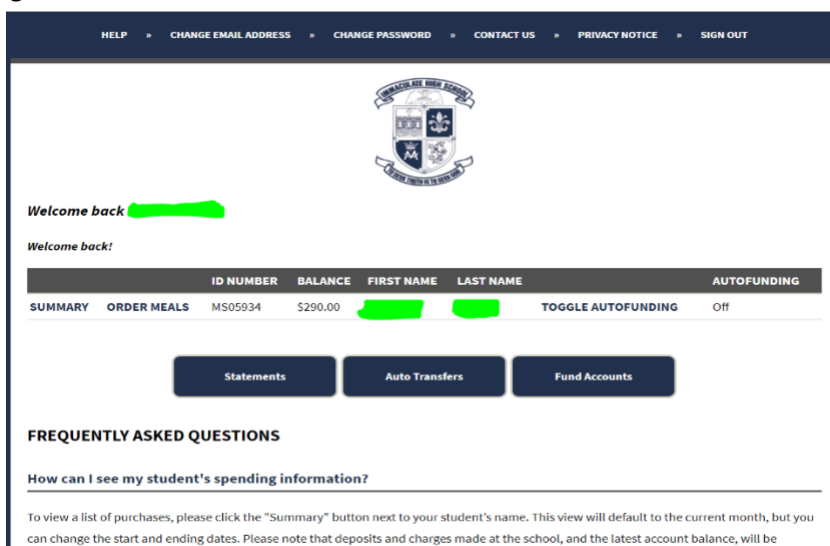
1. Open your internet browser and go to <https://www.mykidsspending.com/>. You should see a screen that looks like the one below:



2. Login using your My Kids Spending Account ID and Password in the boxes shown below. You should have already received your account information in your listed contact email. If you have not received this information or cannot find it, please contact Cstone@myimmaculateh.org



3. Once you have logged in you should see the main menu. Here you can see your current balance, you can access your statements, set-up auto transfers, and you can add funds to your student account. This menu is shown below. Additionally, please note the “Frequently Asked Questions” section at the bottom which goes over how to use all of the functionalities of the website if you are struggling.



- When you click the "Fund Accounts" button you can add money to your student's account. You simply enter the amount you want to add to your student account and click "UPDATE".

Once you have entered the correct amount of funds and clicked the "UPDATE" button you can choose your payment method and complete your transaction.

Check Convenience Charge	1.25
Credit Card Convenience Charge	3.00

Please note that funds may be unavailable during processing for up to 24 hours.

- To choose food for your student, click the "Order Meals" option on the main menu.

Welcome back!

	ID NUMBER	BALANCE
SUMMARY	MS05934	\$290.00
ORDER MEALS		

- Each student will have the ability to order an item from each drop down menu. Meals must be ordered by the Wednesday before the following week. Options change from day to day. The interface should appear like the image below.

Select Main Aug 31 ▾	Select Main Sep 01 ▾	Select Main Sep 02 ▾	Select Main Sep 03 ▾	Select Main Sep 04 ▾
▾	▾	▾	▾	▾
▾	▾	▾	▾	▾

Select Main Sep 07 ▾	Select Main Sep 08 ▾	Select Main Sep 09 ▾	Select Main Sep 10 ▾	Select Main Sep 11 ▾
▾	▾	▾	▾	▾
▾	▾	▾	▾	▾

7. Once you are satisfied with your selections. You can click the submit button shown below. During this step you also have the ability to leave a comment underneath the item selection to indicate any allergies and to make sure each lunch is prepared properly.

Order note, please reference allergies or diet restrictions

Submit

Notable limitations of this system:

Meals must be ordered by the Wednesday before the following week at the latest.

Our ordering system does not allow for quantities of items to be ordered. You cannot order two of the same item if it is only available on one dropdown. Some days may have single options that are for multiple entrées but this will not be available for all items.

Students do not have the ability to specify a time of day for their order, all items in an order will be delivered at once.

If you have any issues with **the program**, please contact Austin Cirella at ACIRELLA@MYIMMACULATEHS.ORG or (203) 744-1510 x180

If you have any issues with **your account balance/payments**, please contact Brendan Allen at BALLEN@MYIMMACULATEHS.ORG or (203) 744-1510 x156.