### FOOD SERVICE ACCOUNT

To check your students balance or make an eCheck deposit into the Food Service Account, please log into My Backpack: <u>https://saas.seniormbp.com</u>



### To see your child's food service balance, click either: **Pay Online** or **Food Service Account**



### **Payment Options for Food Service Accounts**

- **eCheck:** pay online through My Backpack
  - Instructions on the following pages.

- Credit Card: pay online through DiamondMind
  - Instructions on the following pages.

- **Paper Check:** have your child deliver a paper check to a Front Desk staff person in any building.
  - Please make checks **payable** to Seattle Academy.
  - On the **Memo line** include:
    - your child's first and last name
    - the words "Food Service."
  - For families with multiple children in the school, please note on the check how much of the payment should be applied to which child.

### Account Summary Page

# CREDIT CARD:

Look for the credit card link NOW shown on this My Backpack page, on the real page.

Account Sum				
	ma <b>ry</b>			Doug Ambach   🛞 🕐 🛞
Back to Admin User				
udent: Fake Ambach	Division: SAAS A	Account Group: Graduates	Account Number: 1234	567 <u>Pay Online</u>
Tuition & Charges V	iew Account Details			
Division	Account Group	Current	Past Due	Total Due
SAAS	Student	\$0.00	\$0.00	\$0.00
Total		\$0.00	\$0.00	\$0.00
				Prepaid Balance \$0.00
Debit Accounts	Balance			
Debit Accounts Food Service Account	Balance \$47.00			
	\$47.00			
Food Service Account	\$47.00 <b>OPTIONS:</b> signed up for ACH withdrawals w	'ill have the payment amount	t withdrawn from their acc	
Food Service Account PAYMENT C CH: Those families who re Seattle Academy Busi	\$47.00 <b>OPTIONS:</b> signed up for ACH withdrawals w iness Office.			\$0.00

Click 'Pay Online' to continue to the eCheck payment page

## eCheck: Pay Online Page

Pay Online × 29 Seattle A	cademy - Calenc ×						
→ C 🔒 Secure   https://saas.senio	rmbp.com/SeniorApps/stu	udentParent/billing	/payOnline.fac	ces?selec	Q	☆ 🖸	0
Apps 📙 Imported Ġ Email 🐫 MyBac	kPack 🚦 Ravenna Parent	🚼 Ravenna ADMIT	ha ORCA 🖪	Inside [	] Nev	v Info	
SEATTLE ACADEMY							
Pay Online				Doug /	Ambach	<b>(a)</b>	6
ack to Admin User				<b>-</b>			V
Fake Ambach		Account: S	tudont				
Payment Item	Balance D		Payment				
Tuition	\$0.	00	0.00				
Incidental	\$0.	00	0.00				
The 'Payment Items' listed below show the amounts you increase the 'Balance'.	have already paid. Enter any additi	onal amounts you wish to	pay, to				-
Payment Item	Balan	ice	Payment				
ood Service Account	(\$40.)	50)	100.50				
TOTAL			100.50				
OTAL PAYMENT			100.50				
Next .			100.50				
ood Service Account:							
alance: The Food Service Account balance shows how m udent to spend on food. A zero or (negative balance) me	uch money is available for the stud	ent to spend on food. A p / added. The Food Servic	ositive balance indi Account balance i	icates funds ar s updated wee	e availal kly.	ble for the	э
eposits: Any deposits made by eCheck after 12 p.m. are						nin 7 days	5.
AYMENT OPTIONS FOR TUITION 8	LEARNING SUPPOR	T:					
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#### eCheck Payment

For an eCheck payment into your student's SAAS food service account, please enter a payment amount on the Food Service Account payment line.

In the example shown, the account has a negative balance of \$40.50. The payment typed in is \$100.50. After the payment is processed the student's account would have \$60.00 remaining for food purchases.

If you have more than one student in the school, please enter the appropriate amount on each student's Food Service Account line.

Click Next to proceed to eCheck payment page 6

### Click on eCheck button.



Fill out the form with your bank account information; click proceed; and follow the payment pages to payment completion.

M Inbox (864) - dambach 🛛 🗙 My BackPack 🗙	▲ – □ ×								
← → C ▲ https://saas.seniormbp.com/SeniorApps/shared/pay/ACHInfo.faces?convid=33695	☆ :								
🗰 Apps 🧰 Imported 💪 Email 🗧 MyBackPack 🛟 Ravenna Parent 🛟 Ravenna ADMIT 🚓 ORCA 🚺 Inside [	ት New Info 🜔 SSS 🧠 SchoolDude 🛛 »								
SEATTLE ACADEMY									
E eCheck Information	Doug Ambach   🛞 🕜 🔇								
Back to Admin User / Account Summary / Pay Online / Payment Method									
Total Amount: \$20.00   * Account Holder's First Name:   * Account Holder's Last Name:   * ABA Routing Number:   * Re-enter ABA Routing Number:   * Bank Account Number:   * Re-enter Bank Account Number:   * Account Type:   Checking   Saving	What's this? What's this?								
Back to Admin User / Account Summary / Pay Online / Payment Method	* - required field								
< Return to Edit Payment Amount Proceed to Payment Confirmation > For assistance with using this website, please email us at techstaff@seattleacademy.org or call us at (206) 861 0938									
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