

schoolcafé

QUICK CARD

Contact Info: (Note: For security purposes, you may be asked to verify your contact info, including your security answer, when you request help.)

Phone: 855.PAY-2-EAT - (855) 729-2328

Email: customercare@schoolcafe.com

Website: <https://www.schoolcafe.com>

REGISTRATION

1. Select **Create a new account**
2. Select *I'm a Parent* and select **Next**
3. Enter your name and contact information, and then select **Next**
4. Create a username and password you will easily remember, and confirm the password
5. Set up a security question and answer (in case you do forget your login credentials) and select **Next**
6. Read and accept the Terms & Conditions, and then select **Create My Account**

MAKE A PAYMENT

1. At the top of your Dashboard, select **Make a Payment**
2. Enter payment dollar amounts for each student as desired and select **Checkout >**
3. (Optional) If your district allows for purchasing of other types of school items (yearbooks, fees, etc.), you will see a **Shop Campus Store** button, where you can enter payment amounts for those items as well. If the district does not accept those kinds of payments through SchoolCafé, this button will not be visible.
4. On the Checkout screen, confirm the total and select an existing payment method, or choose **Add a New Card** to add a new card.
 - a. When adding a new card, you can enter your card's details and either save the card (even making it your default payment card) or simply use it for a one-time payment.
5. When you have confirmed all details, select **Submit ✓** to complete the payment. Funds are typically available at the child(ren)'s school(s) within 20 minutes.

ADD STUDENT(S)

1. At the top of your Dashboard, select **Add a Student**
2. Enter your student's information as requested
3. Select **Search & Verify student**
4. Verify the student found is accurate and select **Add this Student**