

# Food Service (My Cart)

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

From here you can view also view

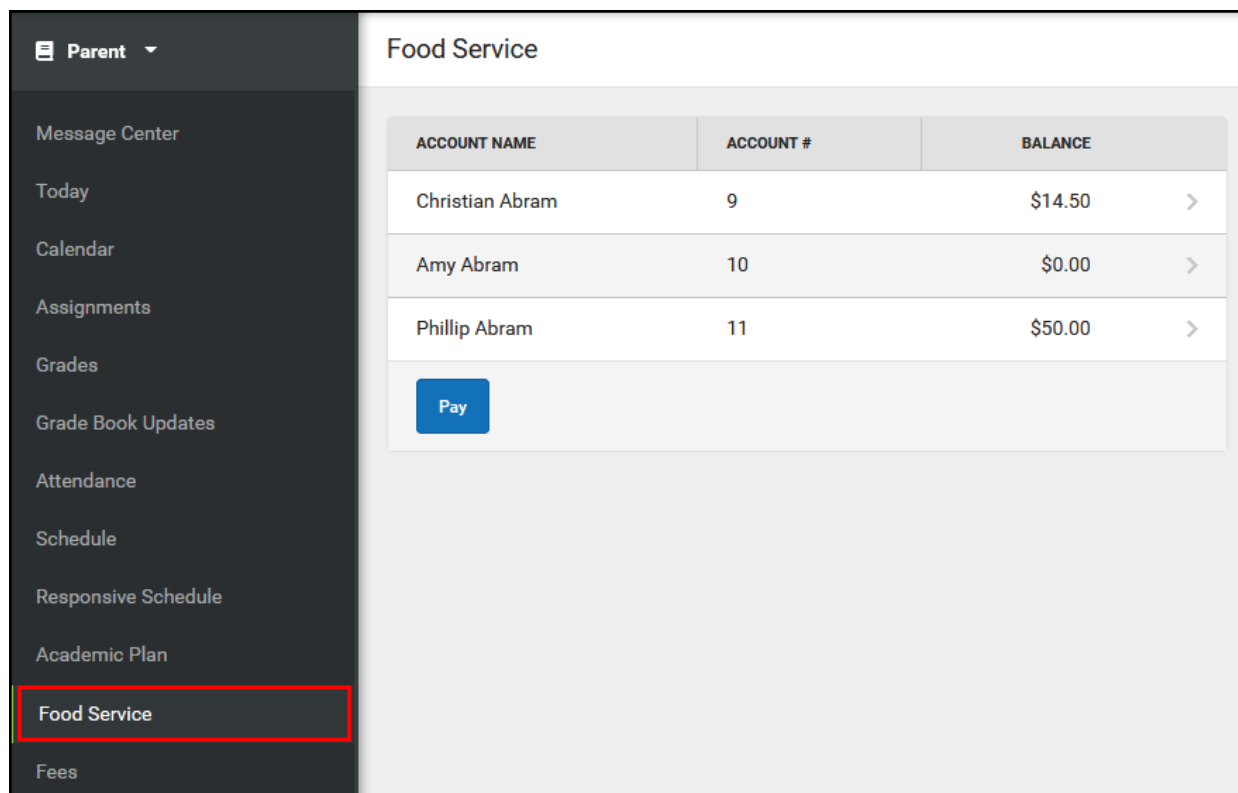
- current account balances,
- money in and money out, and
- adjustments made to your account by the school office.

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 students.

The link to the Food Service tool does not display for everyone. Specific school operations and settings determine whether this link displays. Similarly, the option to add money to your Food Service account is only available if your school uses this feature.

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

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



The screenshot shows a user interface for the Food Service tool. On the left is a dark sidebar with a navigation menu. The 'Parent' user role is selected at the top. The menu items are: Message Center, Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Responsive Schedule, Academic Plan, **Food Service** (highlighted with a red box), and Fees. The main content area is titled 'Food Service' and contains a table with the following data:

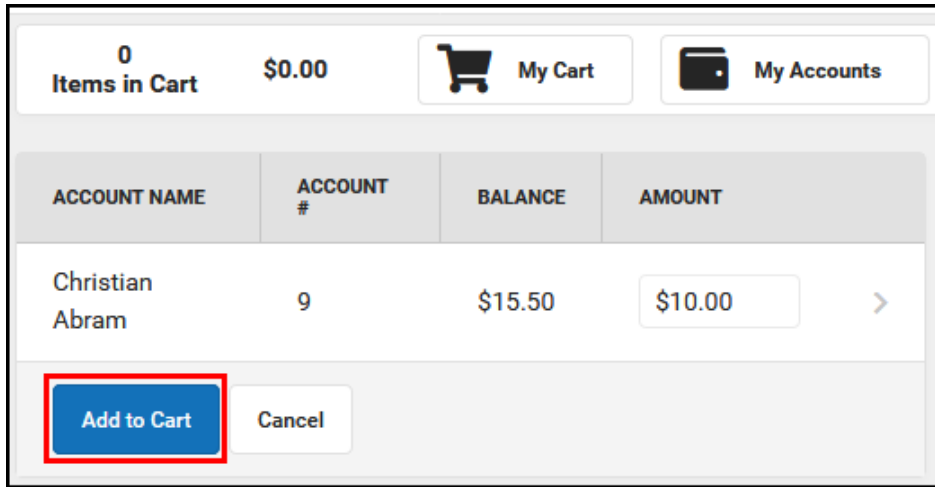
ACCOUNT NAME	ACCOUNT #	BALANCE	
Christian Abram	9	\$14.50	>
Amy Abram	10	\$0.00	>
Phillip Abram	11	\$50.00	>

Below the table is a blue 'Pay' button.

## How do I add money to my Food Service account?

1. Select **Pay**.
2. Enter the amount you want to add in the **Amount** field. If a box is not available for you to enter an amount, your account may not be active and you may need to contact your school.

3. Select **Add to Cart**.



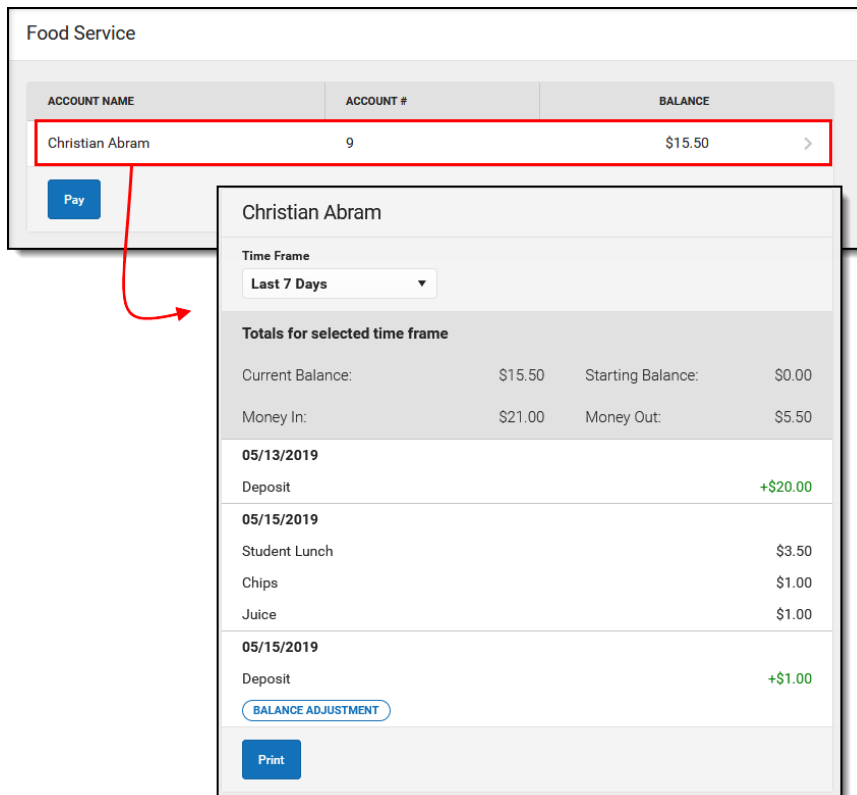
4. Select **My Cart**. The Checkout Screen displays.

5. Select the **Payment Method** you want to use and enter an **Email Address for Receipt** (*optional*).

6. Select **Submit Payment**.

### How do I view what I have purchased?

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



### How do I automatically add money to my Food Service account?

To automatically add money to your Food Service account on a monthly basis or when it reaches a low balance, use the **Recurring Payments** tool—this is NOT part of the Food Service tool.