

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: customer@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**

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**

SET UP LOW BALANCE ALERTS

1. From your Dashboard, locate an individual student and select the blue text next to 'Low Balance Alert' (the text will say either 'Not Set' or 'Set for ...') 
2. In the first field, enter a balance threshold. This tells SchoolCafé how low the student's balance must be before a low balance alert is sent to you.
3. In the next field, enter how often you would like to receive a reminder that the student's balance is below the threshold. This is helpful in case you miss an email or alert.
4. Select **Save**