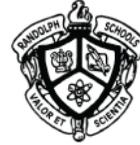


Instructions on managing funds for meal purchases



How to set up an account

The meal program at Randolph Township School District is managed by on SchoolCash Online, where you can manage funds for meals: ensuring you have a balance, adding funds, setting up balance reminders, and reviewing your purchase history. See below for SchoolCash Online account-creation instructions.

How to create a SchoolCash Online account

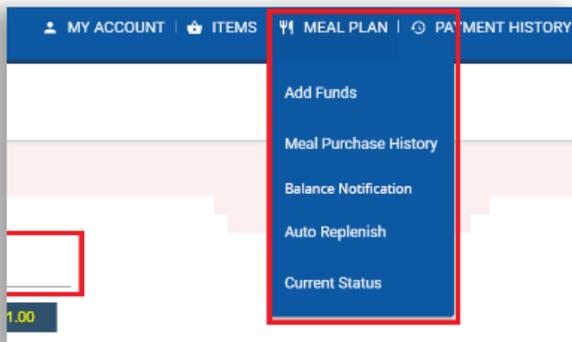
1. Go to rtnj.schoolcashionline.com and click **Register**.
 - a. Provide identifying information.
 - b. Select YES to receive email notifications. You will **not** receive any marketing emails. Selecting YES enables the system to send you fee notifications.
2. SchoolCash Online will send you a confirmation email. If you don't receive it, check your Spam folder.

How to add students to your SchoolCash account

1. Sign into your account: rtnj.schoolcashionline.com.
2. At the top of the page, navigate to MY ACCOUNT.
3. From the dropdown menu, select My Students.
4. Click to add a student and provide descriptive information.

You may add up to eight students on your profile.

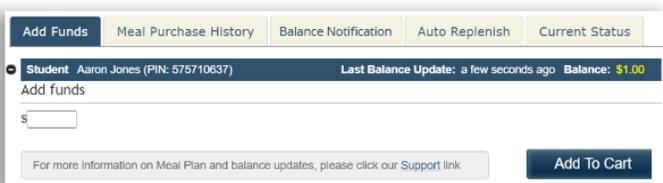
How to find the Meal Plan options in SchoolCash Online



After you log into SchoolCash Online, you can find the Meal Plan options in the upper-right corner:

- a) **Add Funds:** Use your credit card to add funds to your meal-related balance.
- b) **Meal Purchase History:** Check your transaction history.
- c) **Balance Notification:** Set criteria for notifying you about your balance.
- d) **Auto Replenish:** Set criteria for replenishing your balance.
- e) **Current Status:** Review overall settings.

a) How to find add funds to your Meal Plan in SchoolCash Online



1. Select **Add Funds**.
2. Enter the deposit amount.
3. Click **Add to Cart**.
4. Complete checkout

b) How to check your meal purchase history

The screenshot shows the 'Meal Purchase History' tab selected. At the top, there are navigation tabs: 'Add Funds', 'Meal Purchase History', 'Balance Notification', 'Auto Replenish', and 'Current Status'. Below the tabs, a student's name 'Student' is displayed along with 'Last Balance Update: 10 hours ago' and 'Balance: \$1.00'. A 'View: Last 2 weeks' option is also present. The main content is a table with the following data:

Date	Transaction Details	Amount
08/10/2021		\$50.00
08/11/2021	<ul style="list-style-type: none">• Veggie Cup W dipping Ranch• Piece of Fresh Fruit• Turkey and hard boiled egg salad add on• Hamburger Sliders	\$12.00

1. Select **Meal Purchase History**.
2. Review history:
 - **Date:** Purchase date
 - **Transaction Details:** Description of items purchased
 - **Amount:** Dollar amount purchase

c) How to set up a balance notification

The screenshot shows the 'Balance Notification' tab selected. At the top, there are navigation tabs: 'Add Funds', 'Meal Purchase History', 'Balance Notification', 'Auto Replenish', and 'Current Status'. Below the tabs, a student's name 'Student Aaron Jones' is displayed along with 'Last Balance Update: a few seconds ago' and 'Balance: \$286.65'. A checkbox labeled 'Receive low balance notifications for all students' is checked. Below this, there is a 'Balance notification' section with a 'Low Balance Notification Threshold \$' field set to '10' and 'Save' and 'Cancel' buttons.

1. Select **Balance Notification**.
2. Select the **Receive low balance notifications** checkbox to confirm email notifications.
3. Input the balance amount that should trigger the notification.

d) How to configure Auto Replenish

The screenshot shows the 'Auto Replenish' tab selected. At the top, there are navigation tabs: 'Add Funds', 'Meal Purchase History', 'Balance Notification', 'Auto Replenish', and 'Current Status'. Below the tabs, a student's name 'Student' is displayed along with 'Last Balance Update: 11 hours ago' and 'Balance: \$1.00'. A checkbox labeled 'Apply To All' is checked. Below this, there is an 'Enter Auto Replenish Details' section with three numbered questions:

1. When would you like to auto replenish your students meal plan account?
 - When the balance is below \$0
 - On a recurring basis Weekly
2. When would you like the auto replenish plan to start/end?
Start date: 08/19/2021 End date: [red X]
3. How much would you like the auto replenish payment amount to be?
Payment amount: \$0

At the bottom, there is a 'Support link' and a 'Continue' button.

1. Select **Auto Replenish**.
2. Select the replenishing condition: You can trigger replenishment when the balance amount drops below a certain amount, or based on a recurring frequency.
3. Select a date range for when the auto-replenishment schedule should run.
4. Input the desired replenishment amount.
5. Click **Continue** to finish the payment.

e) How to check your meal funds settings

The screenshot shows the 'Current Status' tab selected. At the top, there are navigation tabs: 'Add Funds', 'Meal Purchase History', 'Balance Notification', 'Auto Replenish', and 'Current Status'. Below the tabs, a student's name 'Student Aaron Jones' is displayed along with 'Last Balance Update: 17 minutes ago' and 'Balance: \$286.65'. Below this, there is a 'Balance notification' section with a 'Low Balance Notification Threshold \$0.00' and a 'Modify Balance Notification' link. Below that, there is an 'Auto Replenish' section with a 'There is no payment schedule' message and a 'Set up Auto Replenish' link.

1. Select **Current Status**.
2. Take note of the overall settings for your meal funds.
3. Optionally click **Modify Balance Notification** or **Set up Auto Replenish** to change the configurable settings.