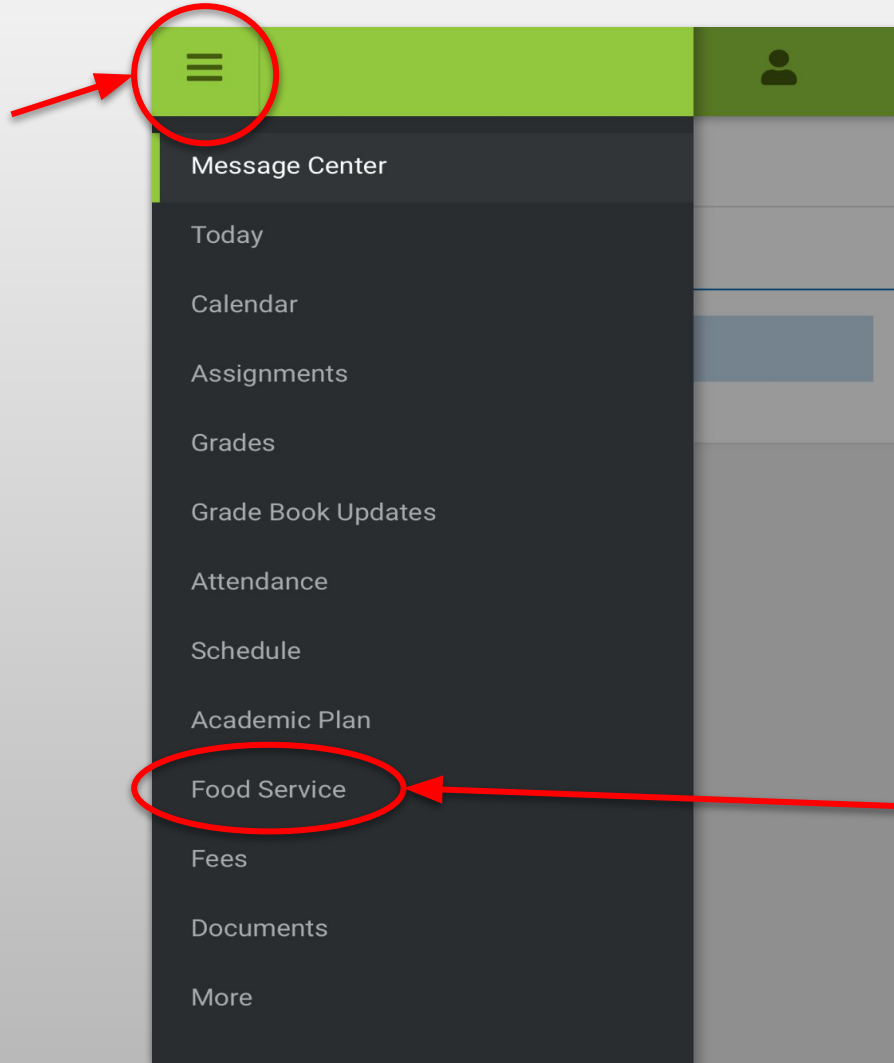


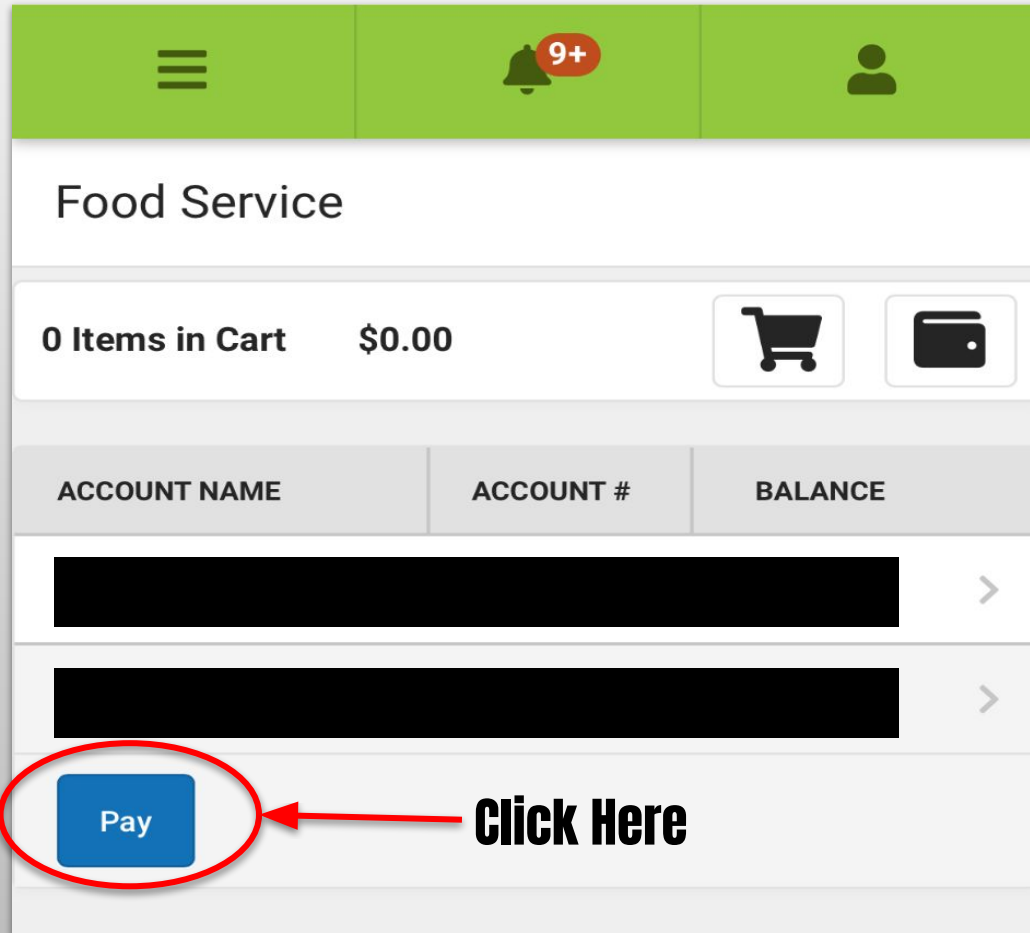
# **Step 1: Navigate to the Food Services Page on your Parent Portal**

**Click on the Menu bar and the menu will slide out**



**Select 'Food Service'**

## Step 2: Click on the Pay Button



**Step 3: You will be taken to this screen. Fill in the amount of money you want to add to each account, then click “Add to Cart”.**

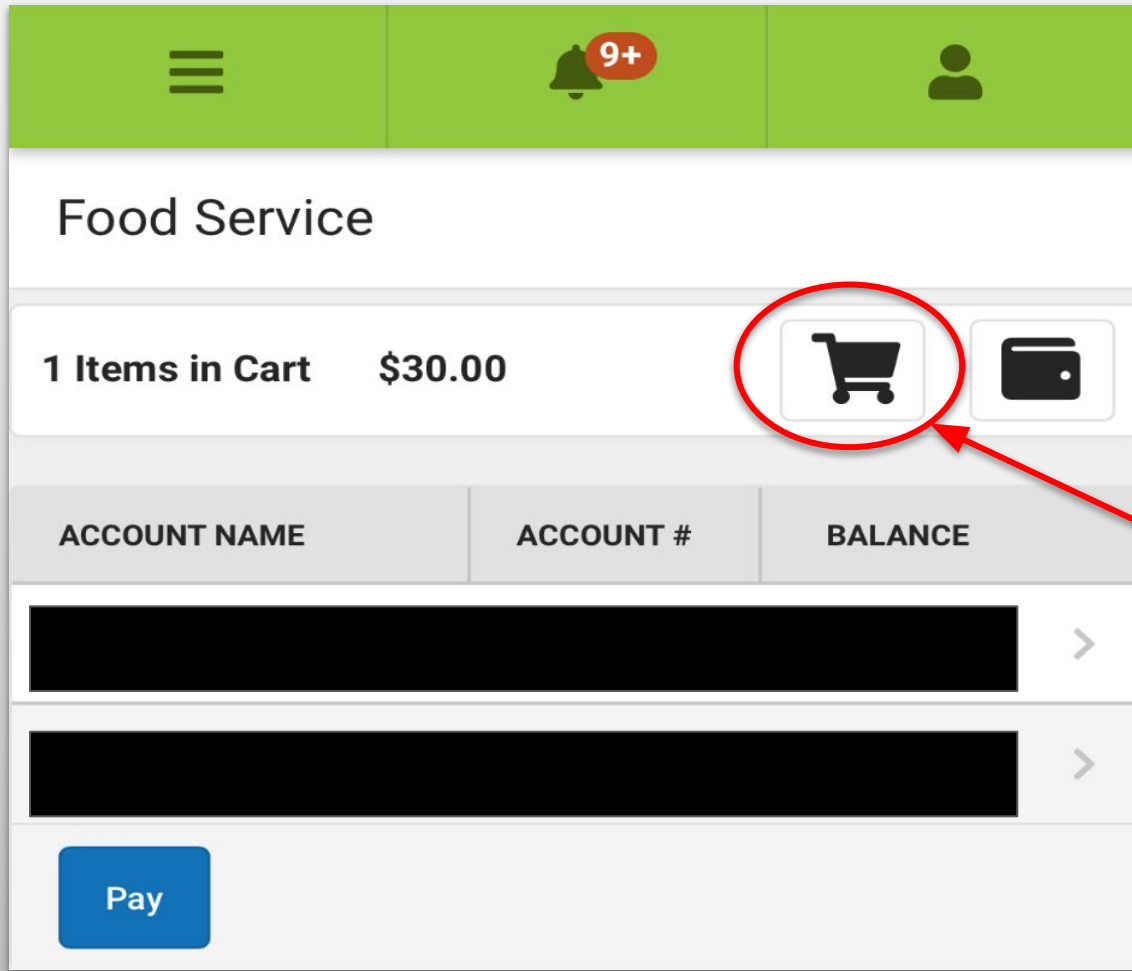
The screenshot shows a mobile application interface for 'Food Service'. At the top, there is a green header bar. Below it, the text 'Food Service' is displayed. A summary bar shows '1 Items in Cart' and '\$30.00', with icons for a shopping cart and a wallet. Below this is a table with three columns: 'ACCOUNT NAME', 'BALANCE', and 'AMOUNT'. The first row has a blacked-out account name, a blacked-out balance, and the amount '30' in a text input field. The second row also has a blacked-out account name and balance, and a right-pointing arrow in the amount column. At the bottom, there are two buttons: 'Add to Cart' (highlighted with a red circle) and 'Cancel'.

ACCOUNT NAME	BALANCE	AMOUNT
[REDACTED]	[REDACTED]	30
[REDACTED]	[REDACTED]	>

**Fill amount in here**

**Then click here**

# Step 4: This Screen should appear.



**Click on the  
Cart icon.**

# Step 5: You will be taken to this screen

< Back | Checkout

1 Items in Cart \$30.00

Welcome to Riverside's online payment system. Payments can be made via eCheck from your checking or savings account. The district also accepts credit card payments including Visa, Mastercard, and Discover. Credit card payments are subject to a \$2.49 per

Show More

FOOD SERVICE ACCOUNT	AMOUNT
[REDACTED]	\$30.00

Payment Method Subtotal: \$30.00

Service Fee: \$2.49

Total: \$32.49

Add Payment Method

Email Address for Receipt

Submit Payment Feedback

Select your  
payment method

Click 'Submit  
Payment'.

You will then taken to a confirmation screen.