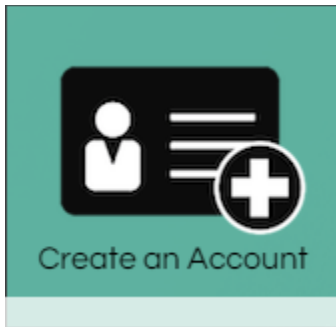


Create a Staff Nutrition Service Account in SchoolPay

- 1) Go to schoolpay.com and click on 'Create an Account'.



- 2) Fill the requested information:

A screenshot of the "Create an Account" form, step 1: Payer Info. The form has a header with a user icon, the title "Create an Account", and a progress bar with "1: Payer Info", "2", and "3". A "Cancel" button is in the top right. The form fields are: E-mail Address *, Address *, Confirm E-mail *, Address Line 2, First Name *, City, Select State (dropdown), Last Name *, Postal Code, United States (dropdown), and Phone * (with separate boxes for area and number).

- 3) Choose School

A screenshot of the "Create an Account" form, step 2: Student Info. The form has a header with a user icon, the title "Create an Account", and a progress bar with "1", "2: Student Info", and "3". A "Cancel" button is in the top right. Below the header, there are three tabs: "Public School", "Charter School", and "Independent School". Below the tabs, there is a section titled "Please enter your school district information:" with fields for "School Name", "School City", and "Select State" (dropdown). At the bottom right, there is a checkbox for "I'm not a robot" and a "Continue" button.

Create a Staff Nutrition Service Account in SchoolPay

Create an Account

Select your student's school type:

Public School Charter School Independent School

Back 1 2. Student info 3 Cancel

Please enter your school district information:

pasco high

pasco Washington

Student's First Name Student's Last Name Grade

+ Add Student

I'm not a robot

reCAPTCHA Privacy - Terms

Continue

- 4) You'll be prompted with a screen to 'Add Students'. Add yourself as a 'Student' to your account using your employee number and Last Name.

Pasco School District (Pasco, WA)

I don't see my district

Please select your school:

Angelou Elementary

Chess Elementary

Chiawana High School

Curie Elementary

Delta High School

Student's ID or First Name Student's Last Name

+ Add Student

- 5) You will be prompted to create a password, then will be logged into your account.
- 6) To add money to your meal account, click on 'Food Services' on the left menu. You should see your name with balance and purchase history.
- 7) Click the 'Add Funds Now' button.

Create a Staff Nutrition Service Account in SchoolPay

The screenshot displays two main sections: 'Purchase History' and 'Manage Funds'. The 'Purchase History' section contains a table with one entry: 'Parent Deposit' for '\$1.00' on 'Sep 04, 2018'. Below the table is a 'View More' link with a downward arrow. The 'Manage Funds' section shows 'Last Payment' as 'N/A' in red text, followed by a green 'Add Funds Now' button. Below this is a grey box containing 'AutoPay / Notifications' with a toggle switch set to 'off' and a 'Details' button with a downward arrow.

Transaction	Amount	Date
Parent Deposit	\$1.00	Sep 04, 2018

View More ▼

Last Payment
N/A

Add Funds Now

AutoPay / Notifications off

Details ▼

- 8) Add the amount you would like deposited into your account, and click Billing to proceed. Click on the Credit Card button, enter your card information then click Review Order to review and complete the purchase. Funds will be deposited to your account immediately.

If you have questions about the process, please contact SchoolPay 1-888-886-9729 or email support@schoolpay.com