




## FOOD SERVICE

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### How to Make an On-Line Lunch Payment

Dear Parents,

Our on-line payment system has been in place for some time now and we are happy to announce that it has been a very successful program. Providing parents with an on-line system to pay for your child(ren) lunch account(s) is easy. You may use your Visa, Master Card, Discover credit and/or debit card for this transaction. We are unable to take credit card payments at our buildings; this option is only available over the Internet. Our buildings and food service cashiers will still accept cash and checks.

Parents who use the on-line system must first create an account. You will need your child's ID number as part of the on-line registration. If you don't know your child's ID number, please contact your building secretary. No personal information about your student is available on-line. The district does not keep your credit card information on file and you will need to re-enter your credit card number each time you use the online system.

You can access the on-line payment system by going to our district website ([www.wlake.org](http://www.wlake.org)), then click on the **PaySchools Central** logo to be transferred over to the payment site. Complete the registration page, and add your child's name(s) and ID number(s). Once you have registered and created a password you will not need the student ID number again. You can check your child's account balances as long as you have access to the Internet. You will receive a Low Lunch balance via e-mail. Please be sure to allow PaySchools Central into your email otherwise it will be considered spam and will go into your junk email.

Questions may be directed to 1-877-393-6628 or email at [psc\\_help@payschools.com](mailto:psc_help@payschools.com). Payments made on-line will be credited by the end of the next business day. There is a \$1.50 or less per transaction convenience charge to use this system. We hope this will make payments easier and more convenient.

This institution is an equal opportunity provider