



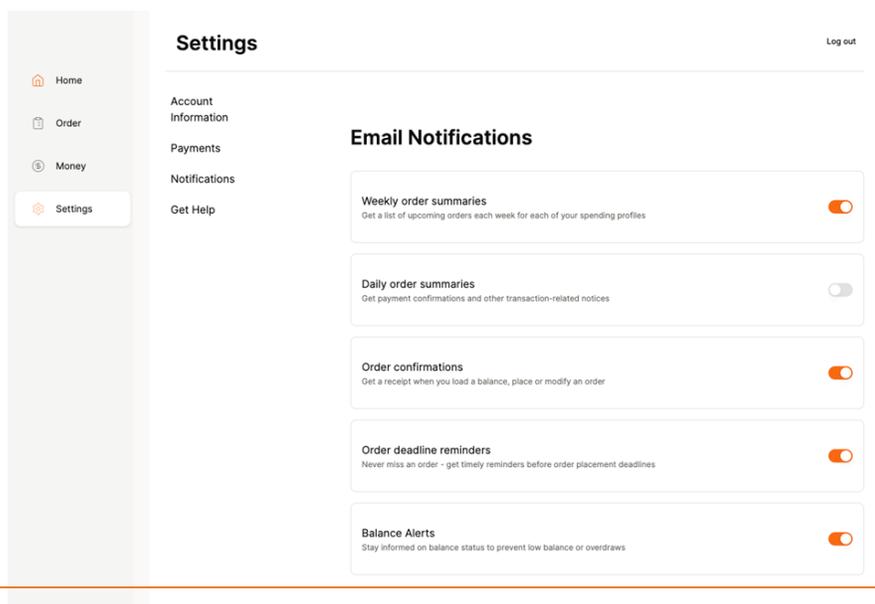
Dear Parent,

**Servite High School** has partnered with **GPSpay.net** to provide meals to your students and a mobile app solution to manage their lunch account payments and transaction history. Please use GPSpay.net to fund your student's meal account and view transactions. All payments are in real time and available to your student immediately.

**Get started:** On your mobile device, download the **GPSpay.net** app from your app store and/or in your browser, head to [GPSpay.net](https://www.gpspay.net).



- Create a Parent Account by following the prompts.
- You will receive a verification email to continue
- Enter your school's name and choose the appropriate school from the drop-down menu.
- Add each of your student(s) by clicking the **Add Spending Profile** button and completing.
- In the **Student ID** section, enter your student's School ID#; this is critical as this is how your student(s) are identified at the Point of Sale.
  - Each student has an individual profile with their own account balance. You can transfer balances between students by clicking the three-dot menu button in the top right-hand corner of your dashboard
  - Set a daily spending limit for each student within each profile.
  - Schedule auto-replenish when your child's account balance is low
  - Opt-in for email notifications within your Settings page



- Once your student(s) have been added, you will be able to add funds by selecting the student Profile and tapping on the Add Money tab. There is a \$25 minimum load requirement.
- To Preorder Meals (*where applicable*), select the Order tab, then the profile for which you wish to place an order, and follow the prompts.

To view Transaction History, select the Profile and the View Transaction tab.

### **Fee Summary**

Credit/Debit transactions have a 4.25% software fee.

Transactions using ACH (Checking or Savings) will incur a \$2.00 flat fee regardless of the amount.

No checks or cash will be taken on-site to be applied to the student's declining balance.

### **Acceptable Forms of Payment**

Student ID Card is used to charge meals to a GPSpay account; credit/debit cards, or cash are also accepted.

If you have any questions about setting up your account, please see the **FAQ** located on the site. For customer service inquiries, email [support@rosas-cafe.com](mailto:support@rosas-cafe.com)