



## Adding Money to Your Lunch Account

### Detail Description:

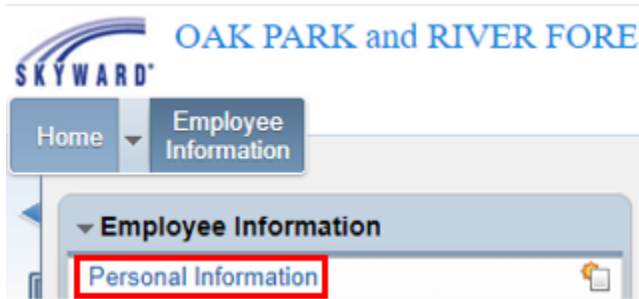
This document describes the steps needed to add money to your lunch account so you can purchase food in the staff cafeteria.

### Step by step instructions:

1. Log in to [Skyward](#).
2. Switch to Employee Access by clicking on the drop-down arrow next to the Home button and then clicking on Employee Access, as shown here:



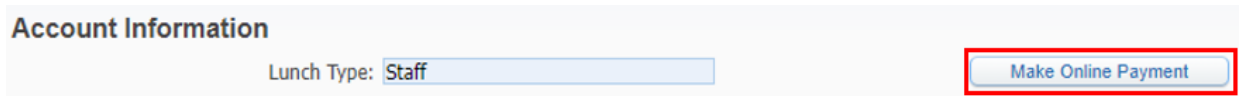
3. Click on Employee Information and Personal Information, as shown here:



4. On the left side of your screen, click on “Account information” under “Food Service,” as shown here:



5. Click on the “Make Online Payment” button, as shown here:



6. You will be redirected to the Webstore. You will have two options:



7. Click on the option that best meets your needs and proceed from there to check out on the Webstore.