



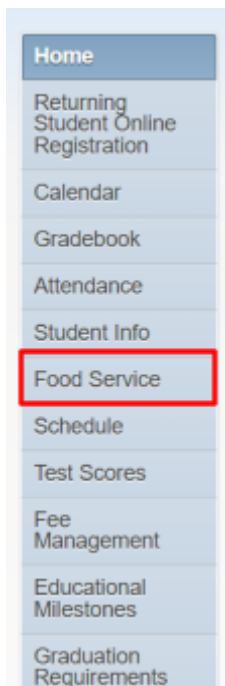
Adding Money to Your Student's Lunch Account

Detail Description:

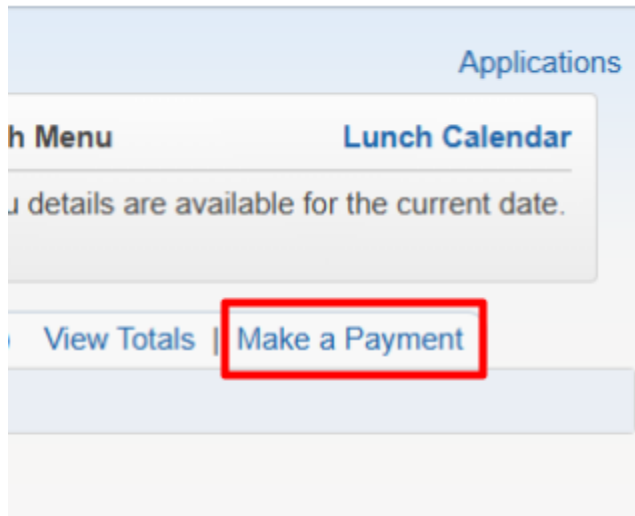
This document describes the steps for parents/guardians to add money to their student's lunch account so the student can purchase food in the school cafeteria.

Step-by-step instructions:

1. Log in to **Family Access**.
2. In the left-hand menu, click on **Food Service**, as shown here:



3. In the main menu, select **Make a Payment**, as shown here:



4. Click on **Make One-Time Payment**, as shown here:



5. Choose either:

- A pre-set amount (\$25.00, \$50.00, or \$100.00), or
- Enter a **custom amount**.

6. Click **Add to Cart**.

7. Click **Checkout**.

8. Follow the on-screen prompts to complete the payment. Once checkout is complete, the funds will be added to your student's lunch account.