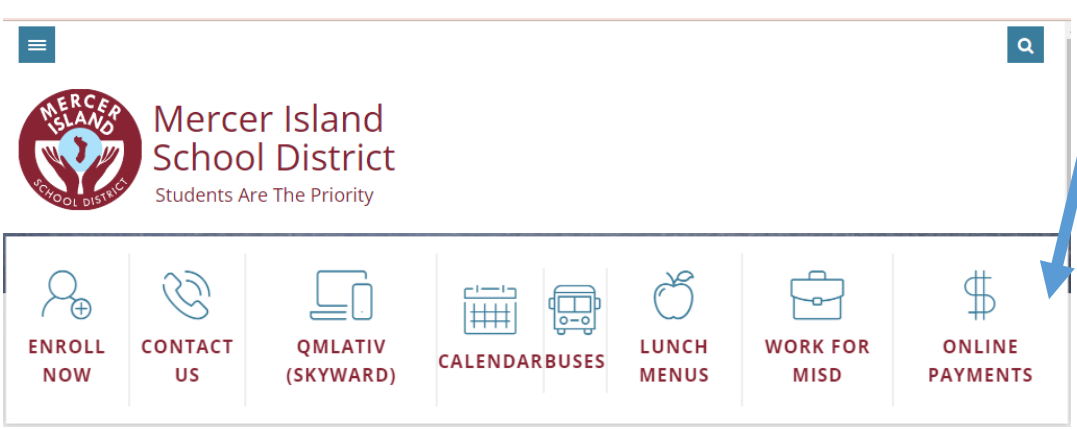
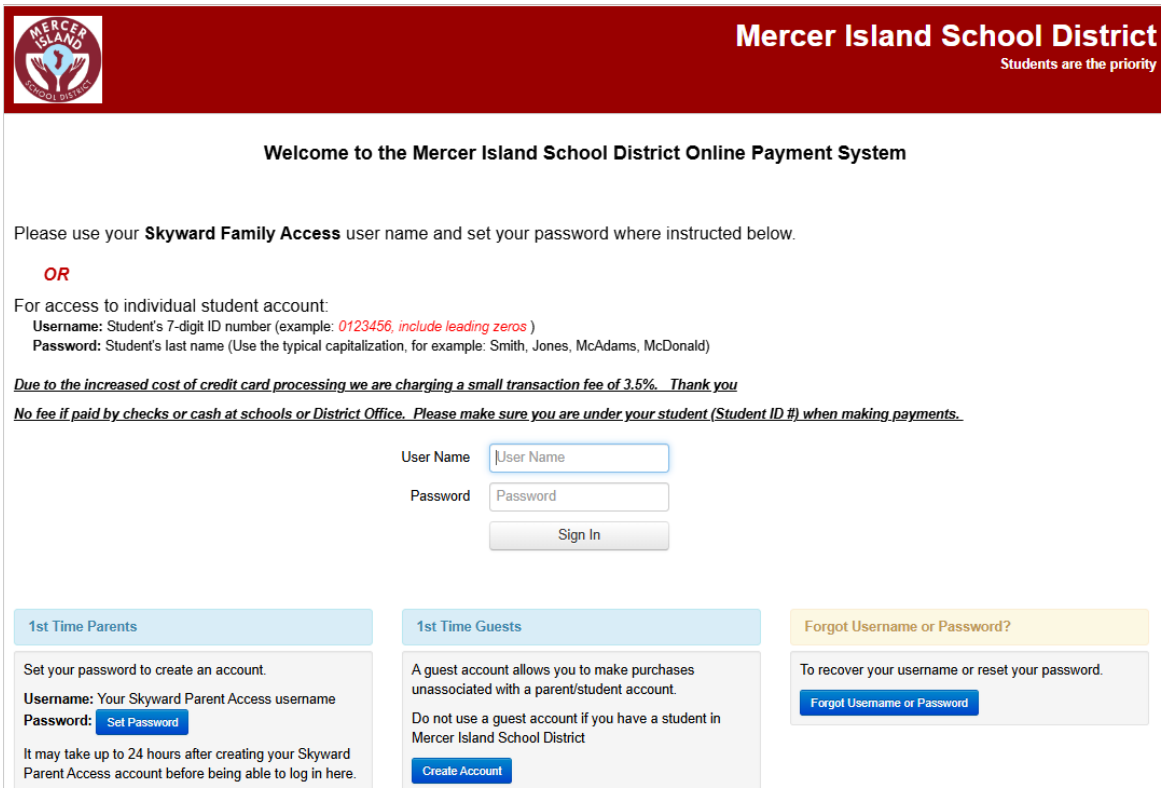
How to set up a Recurring Payment for the lunch account.

1. On the District webpage menu bar, click **$ Online Payments.** This will open InTouch Receipting.



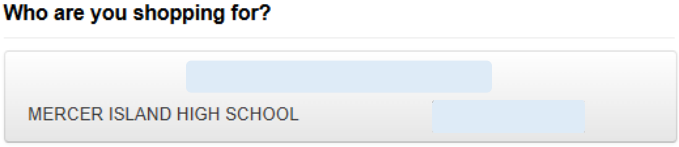
2. Log in using either:

- Your **Skyward Family Access username and password**, or
- Your student's **7-digit ID (include leading zeros)** and last name.

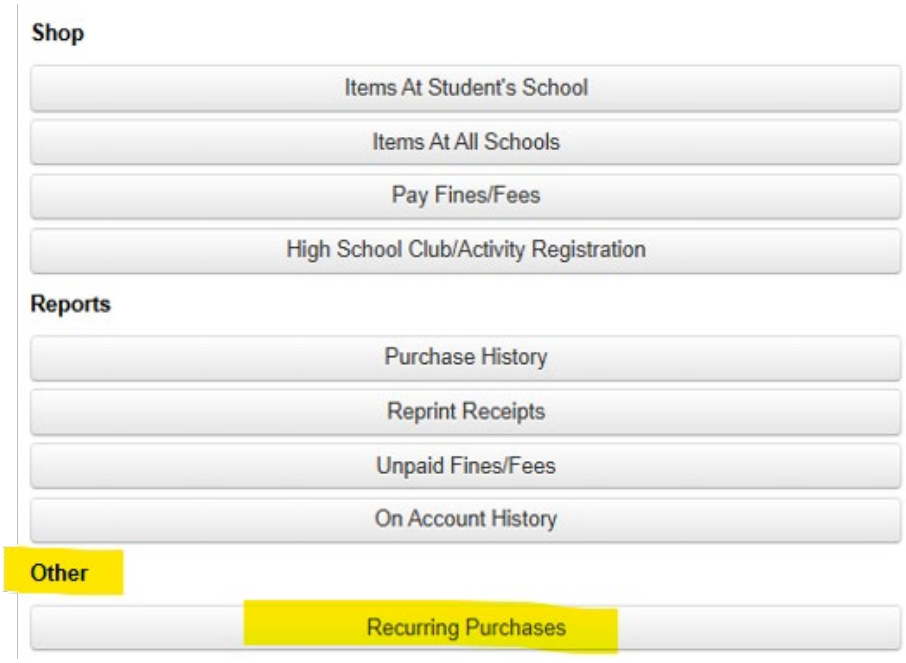


3. **Select your student.**

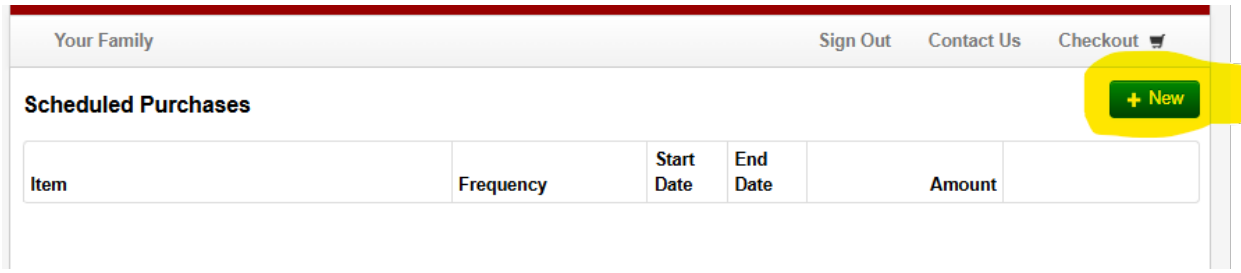
- The food service balance and any outstanding fines/fees are listed.



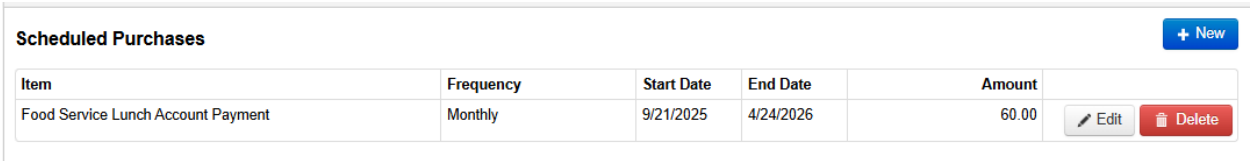
4. Navigate to Other, **Recurring Purchases**.



5. Click **+ New** to create a recurring payment.



- Select Item drop down menu for the school lunch payment.
- Select Frequency of the payment
- Select Start Date and End date. **SAVE**



The scheduled payments will begin after the start date. Ie. The monthly payments will begin 10/21/2025.

- Enter your payment card information and save.