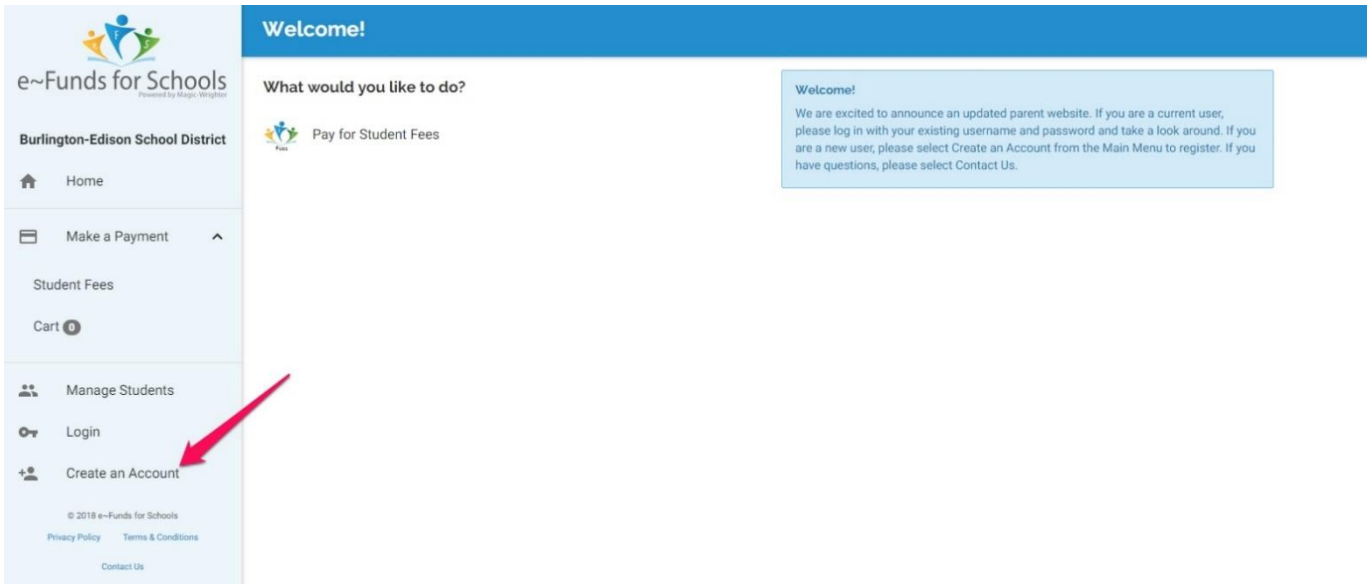


Guide to Creating New Food Service Account

1) Go in to Family Access and click on Make a Payment



2) You will be directed to our new Food Service and Fee payment website. You will need to create a new account. You can do so by clicking on the “Create an Account” button on the left side of the page.



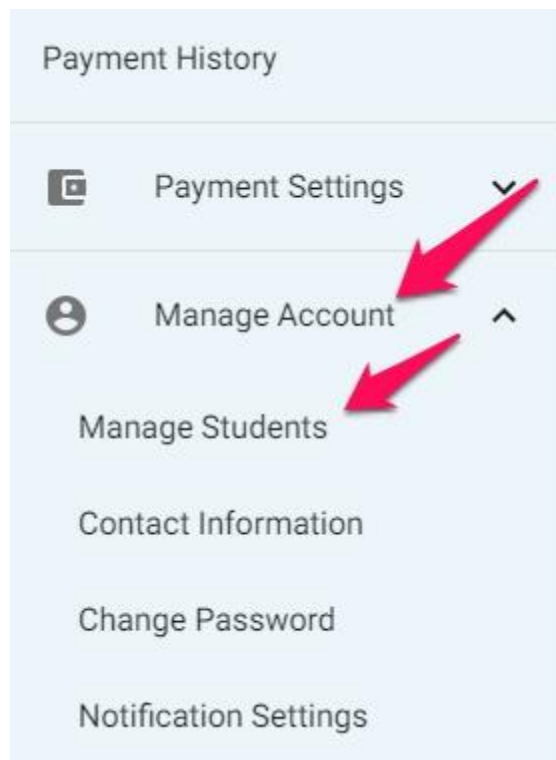
3) Fill out the required fields on the following page and click on “Create Account”.

Create an Account

Username *	<input type="text"/>	First Name *	<input type="text"/>
Password *	<input type="password"/>	Last Name *	<input type="text"/>
Re-enter Password *	<input type="password"/>	Email *	<input type="text"/>
Family Number	<input type="text"/>	Phone	<input type="text"/>
		Billing Address	<input type="text"/>

* indicates required field

4) After clicking the “Create Account” button, you will be automatically logged in. Next, click on “Manage Account” on the left side of the screen, and then click on “Manage Students”.



5) On this page, you will add your students to your family. You can search for them by filling out the 2 search boxes on the right side of the screen.

Last name is the last name of the student. The Student Number that you need to enter is the student's ID. This is the ID can be found in the "Student Info" tab in Family Access and is called the "Other ID" in this location. Your student may also know it as their computer login for school or as part of their Gmail password. It is always typed in the 7-digit format with a 0 at the front. For example: 0123456

Students
You have added the following students:

No students have been added yet. Add students to continue.

CONTINUE ON HOME

Add Students
Look up your students by their last name and either their student number or family number:

Last Name *

Student or Family Number *

* indicates required field

ADD STUDENT(S)

6) Once you fill the boxes out, click on Add Student and your student should appear on the left side of the screen. Click on the "Continue on Home" button and you should now be able to click on the "Fund Lunch" button and make a food service payment after adding your payment source, such as a Debit or Credit Card.