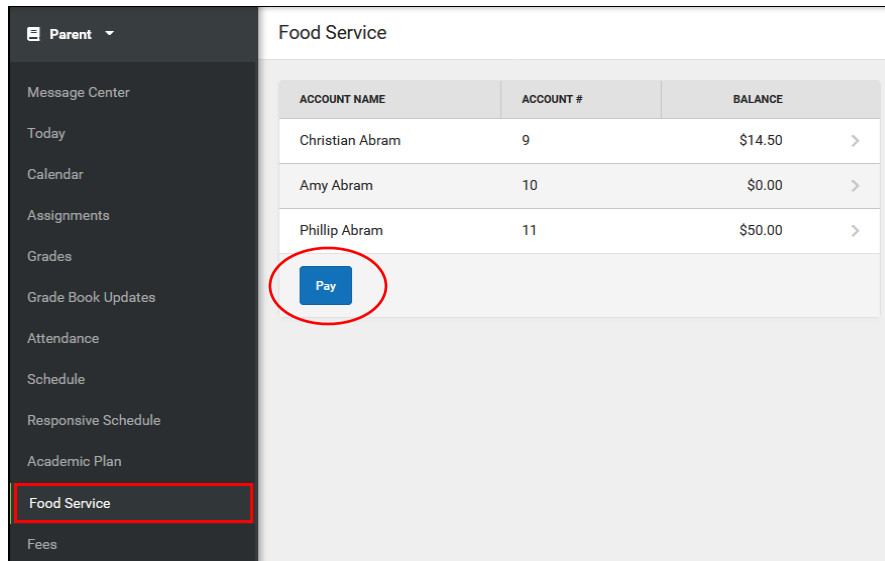


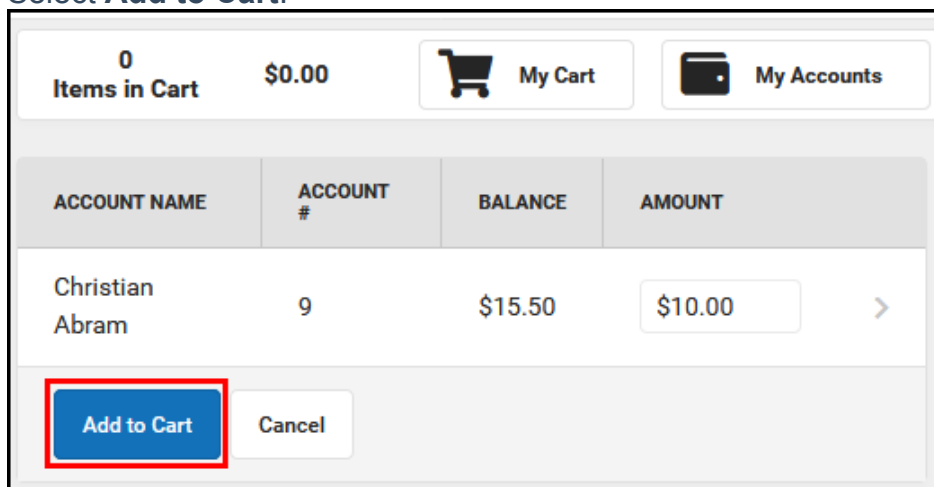
Where do I go to view and add money to my Food Service Account?

The Food Service tool is available in the outline on the left.



How do I add money to my Food Service account?

1. Select **Pay**
2. Enter the amount you want to add in the **Amount** field. If a box is not available for you to enter an amount, your account may not be active and you may need to contact your school.
3. Select **Add to Cart**.



4. Select **My Cart**. The Checkout Screen displays.
5. Select the **Payment Method** you want to use and enter an **Email Address for Receipt** (optional).

6. Select **Submit Payment**.

How do I automatically add money to my Food Service account?

To automatically add money to your Food Service account on a monthly basis or when it reaches a low balance, use the **Recurring Payments** tool—this is NOT part of the Food Service tool.

How do I view what I have purchased?

To see a list of items that you have purchased, select your account name. A screen displays with all of your account's details, including any deposits or adjustments.

The screenshot shows the 'Food Service' interface. At the top, there is a table with columns for 'ACCOUNT NAME', 'ACCOUNT #', and 'BALANCE'. The first row is highlighted with a red box and contains 'Christian Abram', '9', and '\$15.50'. Below this table is a blue 'Pay' button. A red arrow points from the 'Pay' button to a detailed view of the 'Christian Abram' account.

The detailed view for 'Christian Abram' includes a 'Time Frame' dropdown set to 'Last 7 Days'. Below this is a section titled 'Totals for selected time frame' with the following data:

Totals for selected time frame			
Current Balance:	\$15.50	Starting Balance:	\$0.00
Money In:	\$21.00	Money Out:	\$5.50

Below the totals, there is a list of transactions:

Date	Description	Amount
05/13/2019	Deposit	+\$20.00
05/15/2019	Student Lunch	\$3.50
	Chips	\$1.00
	Juice	\$1.00
05/15/2019	Deposit	+\$1.00

At the bottom of the detailed view, there is a blue 'Print' button and a link for 'BALANCE ADJUSTMENT'.