

Food Service (My Cart)

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Where do I go to view and add money to my Food Service Account? | How do I add money to my Food Service account? | How do I automatically add money to my Food Service account? | How do I view what I have purchased?

The **Food Service** tool allows you to see what meals and food items were purchased as well as add money to your Food Service account.

From here you can view also view

- current account balances,
- money in and money out, and
- adjustments made to your account by the school office.

The number of accounts that appear on this screen depend on whether you are a student, a parent, or a parent with access to multiple students.

The link to the Food Service tool does not display for everyone. Specific school operations and settings determine whether this link displays. Similarly, the option to add money to your Food Service account is only available if your school uses this feature.

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.

🗐 Parent 🔻	Food Service		
Message Center	ACCOUNT NAME	ACCOUNT #	BALANCE
Today	Christian Abram	9	\$14.50 >
Calendar	Amy Abram	10	\$0.00 >
Assignments	Phillip Abram	11	\$50.00 >
Grades	_		
Grade Book Updates	Pay		
Attendance			
Schedule			
Responsive Schedule			
Academic Plan			
Food Service			
Fees			



- 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.

Need more information?

See the Recurring Payments article for more information.

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.

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Food Service				
ACCOUNT NAME	ACCOUNT #		BALANCE	
Christian Abram	9		\$15.50	>
Pay	Christian Abram			
	Time Frame			
	Last 7 Days			
<u> </u>				
	Current Balance:	\$15.50	Starting Balance:	\$0.00
	Money In:	\$21.00	Money Out:	\$5.50
	05/13/2019 Deposit			+\$20.00
	05/15/2019			
	Student Lunch			\$3.50
	Chips Juice			\$1.00 \$1.00
	05/15/2019			\$1.00
	Deposit			+\$1.00
	BALANCE ADJUSTMENT			
	Print			