

Food Service (My Cart)

[Where do I go to view and add money to my Food Service Account?](#)

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.

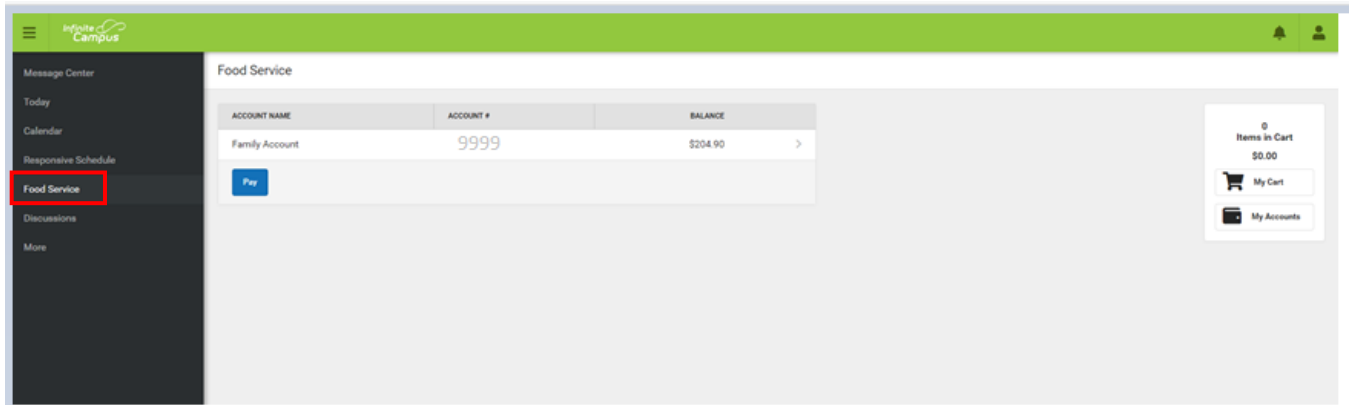
From here you can view also view

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

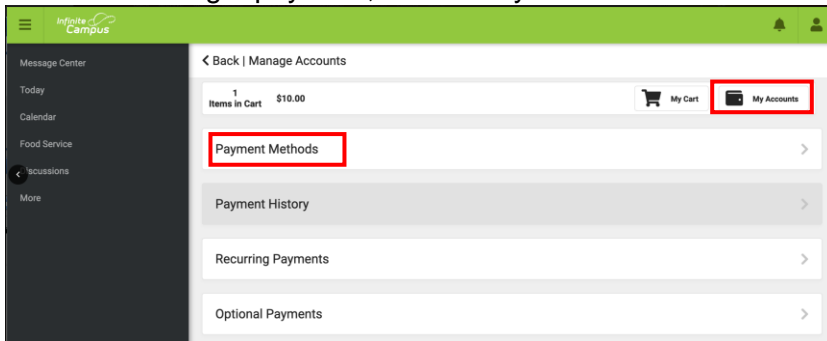
The number of accounts that appear on this screen depend on whether you are a student, a parent, or a parent with access to multiple students.

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

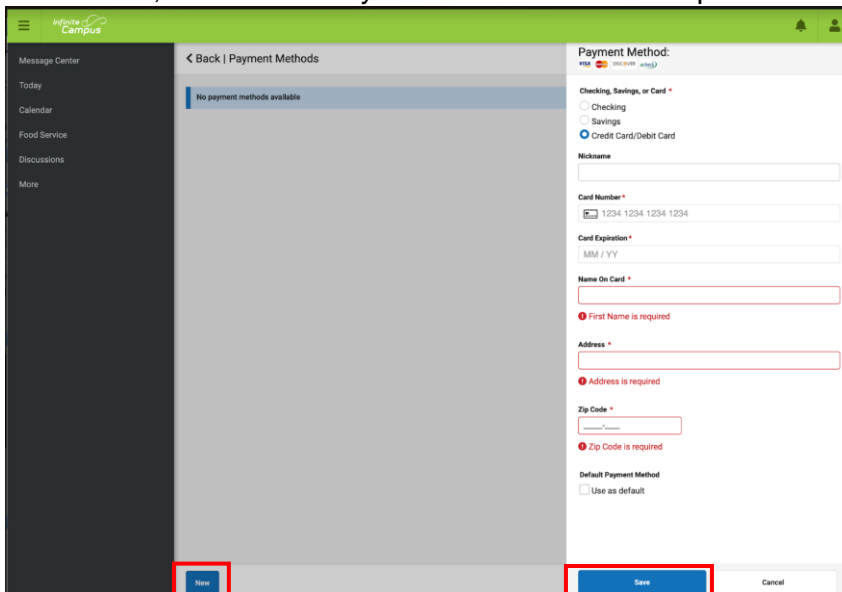
The food Service tool is available in the outline on the left



First time adding a payment, click on My Accounts



Select New, enter in the Payment Method and the required fields, Save



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**.

The screenshot shows a user interface for adding money to a Food Service account. At the top, it displays '0 Items in Cart' and '\$0.00'. Below this, there are two buttons: 'My Cart' and 'My Accounts'. A table lists the account details for 'Christian Abram' with account number '9' and a current balance of '\$15.50'. An input field for the amount to be added is set to '\$10.00'. At the bottom, there are two buttons: 'Add to Cart' (highlighted with a red box) and 'Cancel'.

ACCOUNT NAME	ACCOUNT #	BALANCE	AMOUNT
Christian Abram	9	\$15.50	\$10.00

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 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 account details for 'Christian Abram'. It includes a table with columns for 'ACCOUNT NAME', 'ACCOUNT #', and 'BALANCE'. Below this, there is a 'Pay' button. A dropdown menu is open, showing a list of transactions for the selected time frame. The transactions include deposits and purchases.

ACCOUNT NAME	ACCOUNT #	BALANCE
Christian Abram	9	\$15.50

Christian Abram

Time Frame: Last 7 Days

Totals for selected time frame

Category	Amount
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

05/15/2019 Chips \$1.00

05/15/2019 Juice \$1.00

05/15/2019 Deposit +\$1.00

BALANCE ADJUSTMENT

Print

Using recurring payments, you can pay automatically add money to a Food Service account when it reaches a low balance.

Where do I go to set up Recurring Payments?

The Recurring Payments tool is part of My Accounts. My Accounts appears on the screen when you are looking at the Today or Food Service.

The screenshot shows the navigation menu on the left side of the screen. The 'Today' menu item is highlighted with a red box and a circled '1'. The 'Food Service' menu item is also highlighted with a red box. The main content area on the right has a 'Recurring Payments' button highlighted with a red box and a circled '3'. The 'My Accounts' button in the top right corner is also highlighted with a red box and a circled '2'.

Today

Calendar

Assignments

Grades 1

Grade Book Updates

Attendance

Schedule

Responsive Schedule

Academic Plan

Food Service

Fees

Payment Methods >

Recurring Payments 3 >

Payment History >

Optional Payments >

0 Items in Cart \$0.00

My Cart

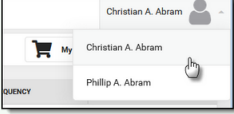
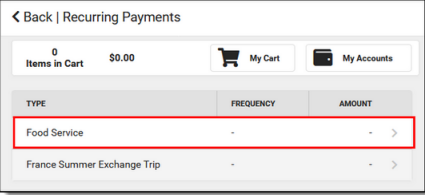
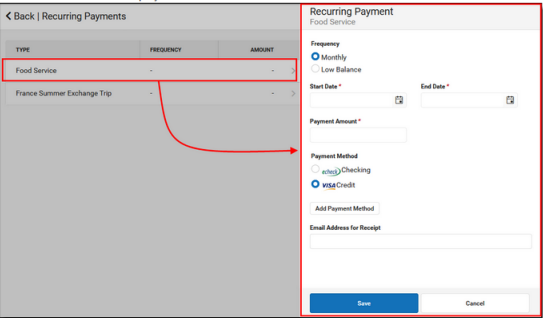
My Accounts 2

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

1. Select **Recurring Payments**.
2. Select **Food Service**.
3. Select a **Frequency Option**: *Monthly* or *Low Balance*.
4. Select the **Payment Method** you want to use and the **Email Address** for Campus to send the receipt.
5. Select **Save**.

Automatically Add Money to a Food Service Account

Complete the following steps to automatically add money to your Food Service account on a monthly basis or when it reaches a low balance.

Step	Action
1	<p>Select Recurring Payments.</p> <p>Result The Recurring Payments screen displays.</p> <p>✓ If you are using Campus Parent and have access to multiple students, be sure to select the correct student in the student dropdown list displayed in the top right corner.</p>  
2	<p>Select Food Service.</p> <p>Result The Food Service Panel displays.</p> 

- 3 Select one of the following **Frequency** options.

Option	Description
Monthly	<p>This option adds money to the account on a monthly basis. Your payment will automatically occur on the same day every month beginning on the Start Date you select. If the recurring payment is on the 31st, Campus adjusts the payment to the last day of the month if the month does not have 31 days.</p> <p>When you select this option, you must also complete the following fields:</p> <ul style="list-style-type: none"> • Start Date • End Date • Payment Amount
Low Balance	<p>This option automatically adds money to the account when the account reaches the Low Balance Amount.</p> <p>When you select this option, you must also complete the following fields:</p> <ul style="list-style-type: none"> • Start Date • End Date • Low Balance Amount • Payment Amount

Frequency

Monthly
 Low Balance

Start Date * **End Date ***

Payment Amount *

Monthly Fields

Frequency

Monthly
 Low Balance

Start Date * **End Date ***

Low Balance Amount *

Payment Amount *

Low Balance Options

4 Select the **Payment Method** you want to use and the **Email Address** for Campus to send the receipt.

Select the **Add Payment Method** button if the card or account you want to use is not set up. This option allows you to enter a new Payment Method then returns you to this screen.

Payment Method

DISCOVER DISC
 echeck CHECK

Add Payment Method

Email Address for Receipt

5

Select

Result

The Recurring Payment displays on the Payments screen.

You can remove the recurring payment by selecting the payment and selecting **Delete**. You can only delete the recurring payment if you are logged in as the user who set up the payment.

← Back | Recurring Payments

TYPE	FREQUENCY	AMOUNT
Food Service	Monthly	\$25.00 >