

MYSCHOOLACCOUNT.COM SET UP INSTRUCTIONS

Our school is excited to announce the launch of a new online service that will allow you to monitor your children's lunchtime purchases, track what your children have been eating for the past 30 days, make deposits directly into their meal accounts, and have an email reminder sent to you when an account balance gets low. Student debit account deposits can be made through ACH payments or by credit card. Each child's account will be updated nightly so that account balance information and payments will be current as of the following day.

STEP 1: CREATE A PARENT ACCOUNT

1. Go to www.myschoolaccount.com.
2. Click "Create Account" on the top menu bar.
3. Fill in the required information on the "Parent Account Sign-Up page."
4. Choose **BEND LAPINE** from the "School District" drop down menu. **REALMS will NOT be listed here!**
5. Create your own User ID and Password - your choice, but it must be 8 characters.
6. Click the "Accept" box, and then click "Signup." **An email will be sent to your email address that will contain a "verification code."**

STEP 2: VERIFY YOUR ACCOUNT & LOG IN

1. Go to www.myschoolaccount.com and login using your previously created user ID and password.
2. Enter the "verification code" to verify your account and email address.
3. Begin adding your children by clicking ADD STUDENT in the yellow section on the left.
4. **Your Child's Id is: THEIR SSID# (call the school if you do not have this)**
5. After the students are added you will be able to view the lunch account activity and make payments to the student lunch account.
6. If you have 2 or more students assigned to your account, you may make a payment to each account and only be charged for one transaction. Example; 3 students, \$10.00 payment to each student, total charge would be \$32.00.

STEP 3: PLACE YOUR NOVEMBER ORDER - ASAP & NO LATER THAN 10/24/11

1. Go to the Purple "PreOrder Menu" Section on your myschoolaccount.com home page
2. Select Order Meals
3. **On the left, under Display Options, select NOVEMBER and Display By: MONTH**
4. On the left, under Order Selection, double click Student Name and Month
5. You should see menu items for every school day in November (there are some days in November with no school!)
6. Follow the directions to order and pay... simple!
7. Families who qualify for free lunch do NOT need to pay - your total owing will be = \$0.00
8. Note: A parent account can be linked to many children, but a child can only be linked to one parent.

3 PAYMENT OPTIONS:

You can choose how much money to deposit when you are on the PAYMENT SELECTION SCREEN. Feel free to deposit more than you owe, your balance will carry forward!

Each time you make a deposit there is a \$2 processing fee, so we suggest making fewer larger deposits if possible!

VISA/DEBIT

parents pay a \$2/transaction fee for every deposit AND REALMS pays a credit card processing fee of 2%. Suggest depositing more \$, less frequently!

ACH

this is EASY to set up! Parents still pay \$2/transaction fee, BUT REALMS pays no credit card fees.

PAY BY CHECK

no transaction fee for parents. No processing fee for REALMS. HOWEVER, you must turn your check in BEFORE placing your order online. You can not order with a zero balance (unless you qualify for free lunch).

Any money that is not spent by the end of the school year will be available the following school year. Please contact the office at [541-322-5323](tel:541-322-5323) or email Leah at lbrumwell@realmschool.org with any questions.