

# DINING PAYMENT MYSCHOOLACCOUNT

Parents receive the peace of mind that comes from knowing your child always has lunch money by signing up for a **myschoolaccount**. MYSCHOOLACCOUNT is a convenient, secure way to make funds available to your child for use in dining services.

Another benefit we are bringing to your dining services is a *changeless* operation. Eliminating any change eliminates lost or misplaced monies. You can be assured that change from payments made by cash or check will automatically be added to your child's myschoolaccount at the register.

*In order to take advantage of this service, you will need to create a parent account. This requires you to:*

## Open a NEW Account



1. Go to **[www.myschoolaccount.com](http://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. Select **"State"**. Then select **"The School"**.
5. Create a parent **User ID** and **Password**.
6. Click the **"Accept"** box, and then click **"Signup."** An email will be sent to your email address that will contain a "verification code."

After you receive the "verification code" you may begin to **add your children's information**. To do this, **you will:**

1. Go to **[www.myschoolaccount.com](http://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's information** according to the guidelines provided. You will need each of your children's student ID numbers to add each student. ID numbers can be obtained from school office.
4. After the students are added you will be able to view the lunch account activity and **make payments** to the student lunch account.

**NOTE FOR PAYMENTS: All payments made by midnight Eastern-time (11pm Central) each night will be posted to each child's account balance for the following day.** If the payment is made **after this time**, the funds will not be available for the student to use at check-out until the day after the next day.

5. Set up email reminder for low balances by going to **"Manage My Students"**; Check the box marked **"Send Low Balance Notification"** and **"Save"**.

For My School Account support, please email **[support@myschoolaccount.com](mailto:support@myschoolaccount.com)**

## Account Balance

Account holders are not allowed to go into a negative balance. Please set your account to send you a low balance notification via email. Select "Manage My Students"; "Send Low Balance Notifications" and "Save".

**Questions:** Direct questions regarding account balances or general service to Meg McGuire, our Food Service Director at 718-367-7500 ext. 241 or [meg.mcguire@lexingtonindependents.com](mailto:meg.mcguire@lexingtonindependents.com)