

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.

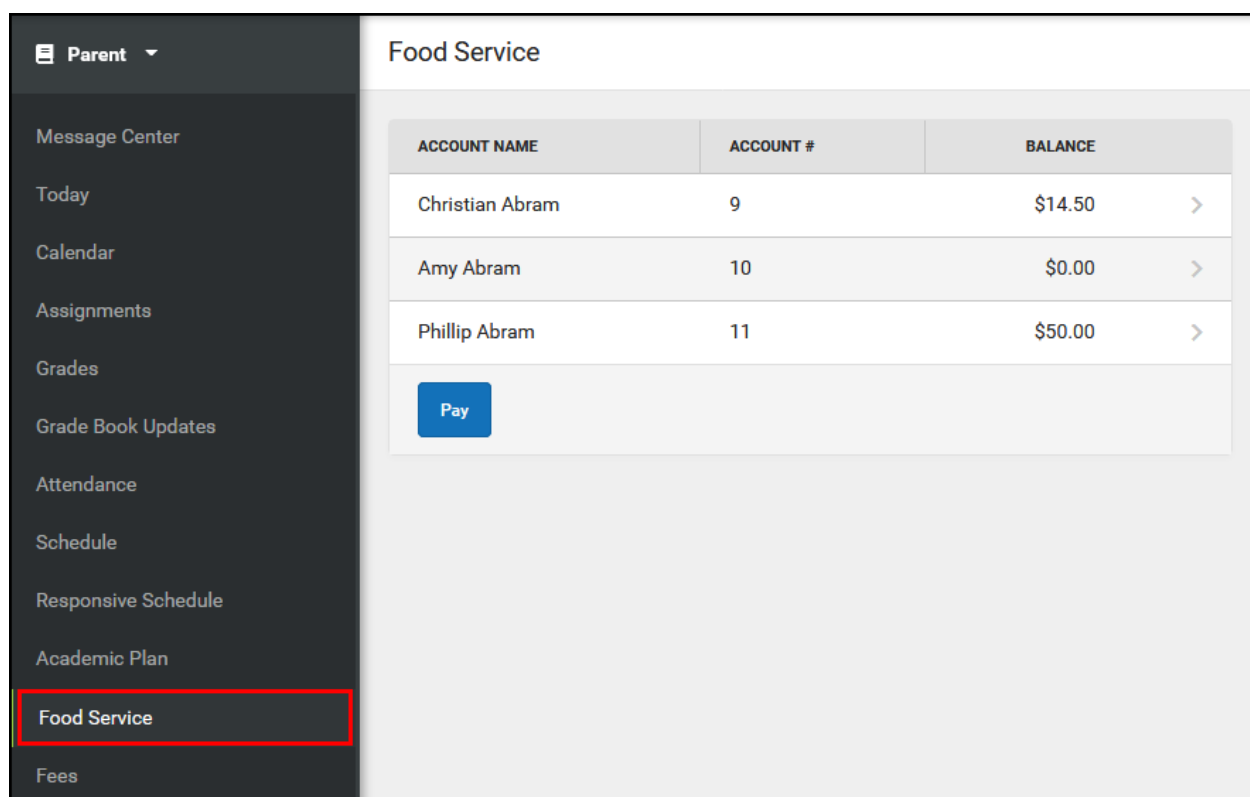
From here you can view also view

- 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.



The screenshot shows a user interface for the Food Service tool. On the left is a dark sidebar with a menu. The 'Parent' user role is selected at the top. The 'Food Service' menu item is highlighted with a red rectangle. The main content area is titled 'Food Service' and contains a table with three columns: ACCOUNT NAME, ACCOUNT #, and BALANCE. Below the table is a blue 'Pay' button.

ACCOUNT NAME	ACCOUNT #	BALANCE	
Christian Abram	9	\$14.50	>
Amy Abram	10	\$0.00	>
Phillip Abram	11	\$50.00	>

Pay

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**.

0 Items in Cart \$0.00 My Cart My Accounts

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

Add to Cart Cancel

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.

Food Service

ACCOUNT NAME	ACCOUNT #	BALANCE
Christian Abram	9	\$15.50

Pay

Christian Abram

Time Frame: Last 7 Days

Totals for selected time frame

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 \$1.00
Juice \$1.00

05/15/2019 Deposit +\$1.00

BALANCE ADJUSTMENT

Print

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.