



Dear SMCSC Parents,

MySchoolAccount.com allows 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 account deposits can be made through electronic ACH (checking/savings account) payments or by credit/debit card. Each child's account will be updated nightly so that account balance information and payments will be current as of the following day.

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

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 South Montgomery Schools from the "School District" drop down menu.
5. Create a 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 need to:

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's information according to the guidelines provided. You will need each of your children's student ID** numbers to add each student.
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: A parent account can be linked to many children, but a child can only be linked to one parent.

You are free to choose the amount of each deposit, however **there is a \$2 fee charged to you by MySchoolAccount.com for each deposit transaction**. The school does not charge or collect this fee. Therefore, we urge those utilizing the online service to make larger less frequent deposits in order to avoid additional fees. Any money that is not spent by the end of the school year will be available the following school year. All parents will still also be able to send cash or checks directly to the school at any time, just as you have in the past.

Information about this online service is offered as a convenience to those parents wishing to make deposits online or utilize a debit/credit card. If you have any questions about this or any other food service program, please contact the district office at 765-866-0203.

* Learn more about FSS®, the provider of www.myschoolaccount.com, by visiting www.foodserve.com.

**If you do not remember you children's ID numbers, they can be obtained by contacting the school office. This number is also located on registration paperwork and report cards.