

As a parent, you can have the peace of mind by knowing your child always has lunch money by signing up for an account at myschoolaccount.com. My School Account is a convenient, secure way to make funds available to your child for use in dining services.

OPEN A NEW DINING PAYMENT 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. 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:

7. Go to www.myschoolaccount.com and login using your previously created user ID and password.
8. Enter the **“verification code”** to verify your account an email address.
9. Begin **adding your children’s information** according to the guidelines provided. You will need each of your children’s student ID number(s) to add each student. **“Student system ID numbers may be found under the Family section of your FACTS Family Portal**
10. After the student(s) are added, then you will be able to view the lunch account activity and make payments to the student lunch account.

MAKE A PAYMENT. 2 EASY METHODS

1. **Cash Register.** Cash or check is accepted by the dining services cashier. No convenience fee is associated with payments made at the cash register. Please identify student names or ID number on your check.
2. **Myschoolaccount.com.** There is a \$2.00 transaction fee for ACH transactions; or a 4.75% convenience fee for each credit/debit card by MySchoolAccount.

NOTE FOR PAYMENTS: **All payments made by midnight Eastern-time (11 pm CST) 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.

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

Questions: Direct **questions** regarding account balances or general service to Jessica Thomas, Food Service Director, at Jessica.Thomas@Lexingtonindependents.com. For My School Account Support, please email support@myschoolaccount.com