

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 and view your child's dining selections.

Another benefit we are bringing to your dining services is a *changeless* operation. Eliminating any change reduces 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 will be emailed to you.
4. After the students are added you will be able to view the lunch account activity and **make payments** to the student lunch account.

### Make a Payment

**There are 2 easy methods to make payments to your child's account:**

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 on your check.
2. **myschoolaccount.com.** There is a \$2.00 transaction fee for each ACH transaction (bank withdrawal); or a 4.75% convenience fee for each credit/debit card charge by MySchoolAccount.
3. **AutoPay**
4. 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 the Food Service Director at [hayley.key@lexingtonindependents.com](mailto:hayley.key@lexingtonindependents.com)  
For My School Account support, please email [support@myschoolaccount.com](mailto:support@myschoolaccount.com)