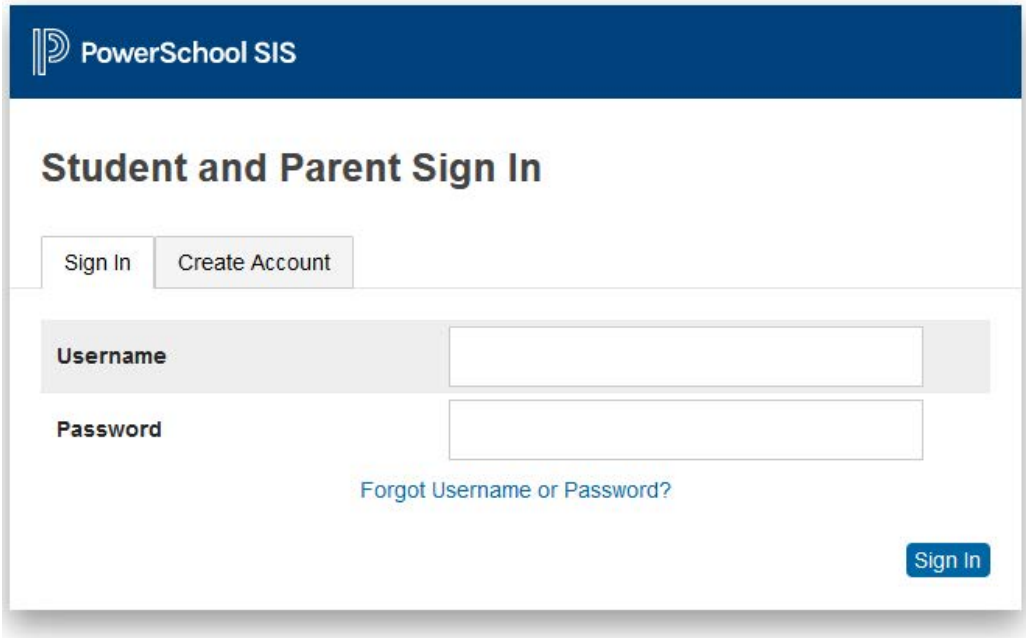
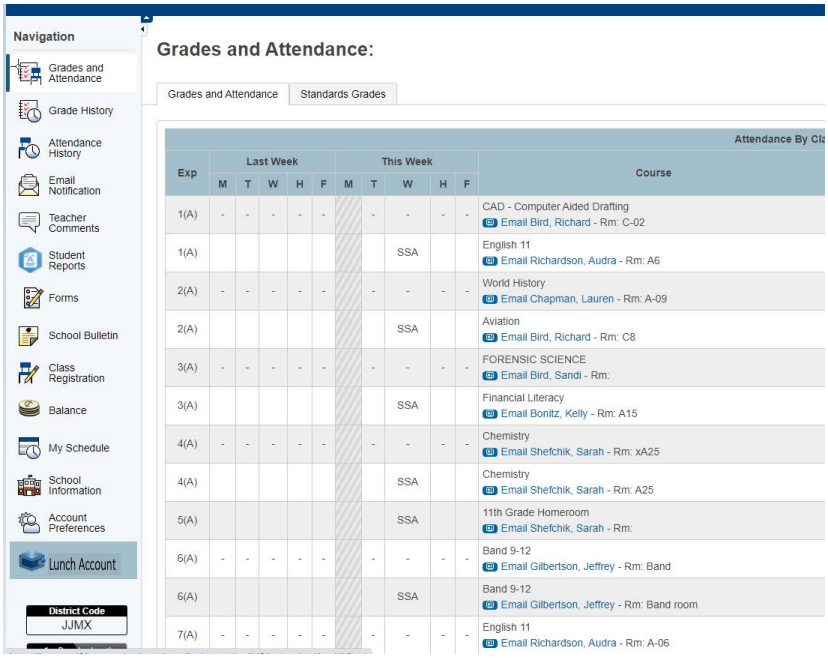
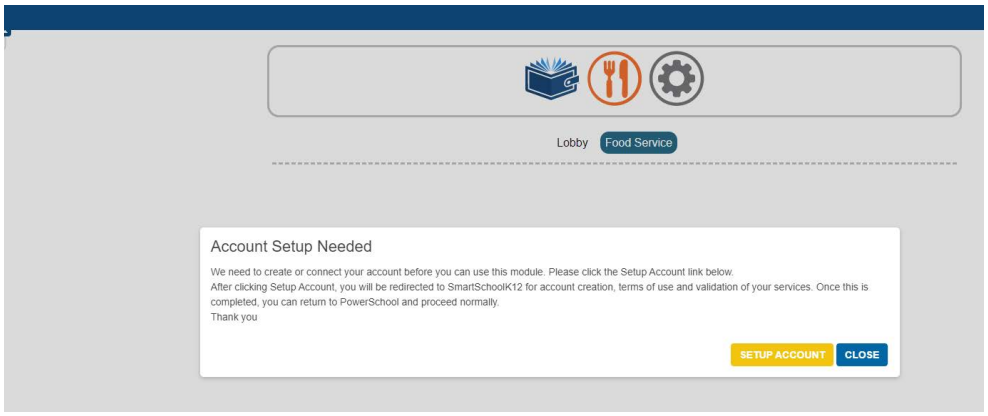
Login to PowerSchool Portal with your PowerSchool Parent User



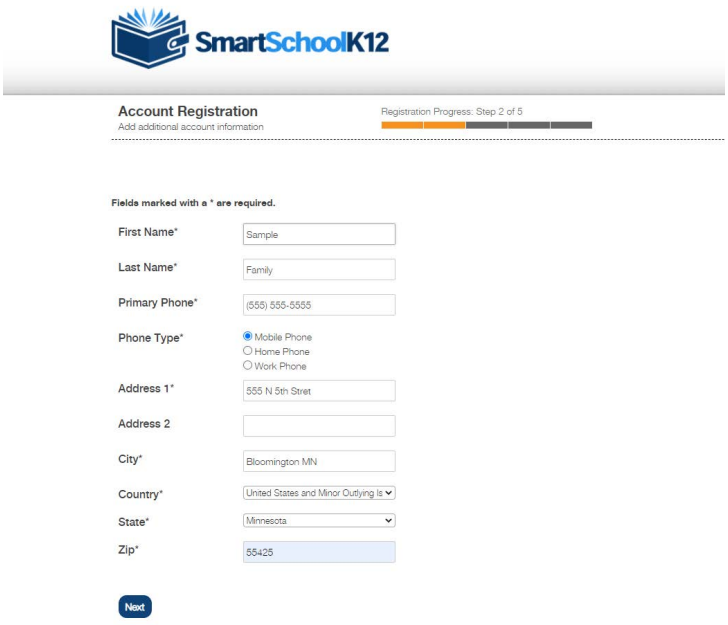
Click on Lunch Account on the bottom left of the page.



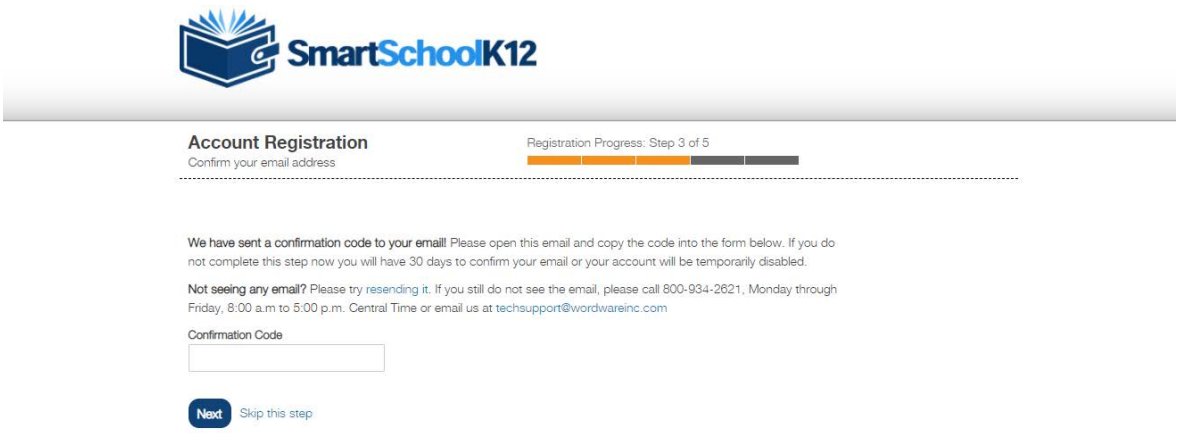
Select Account Setup



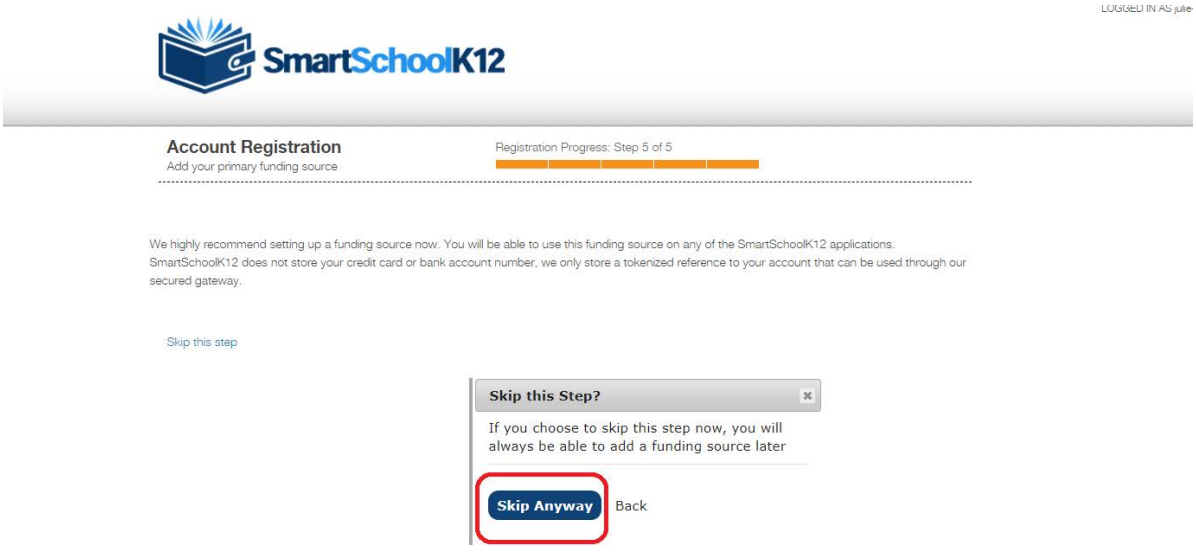
Add parent information and hit "next"



A confirmation code will be emailed to you, add the code and hit "next"

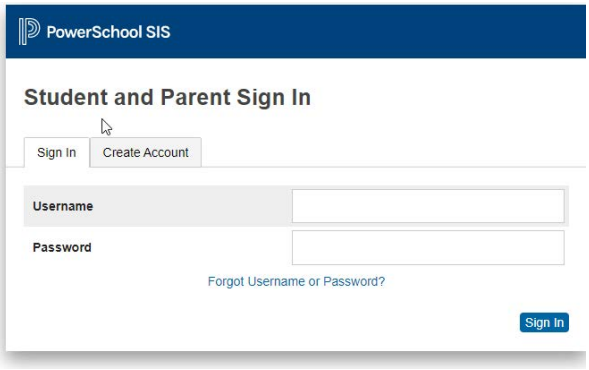


Step 5 of 5 you will skip. You will add your payment method by following instructions on "How to make an Online payment.

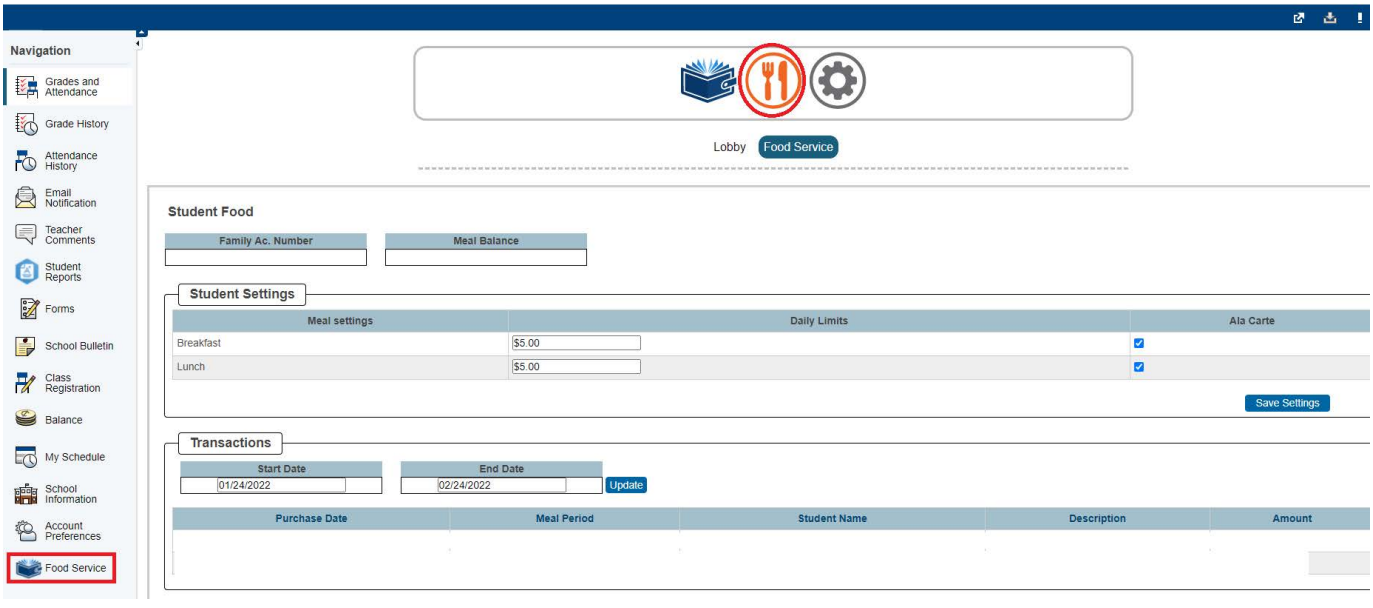


How to Make an Online Payment

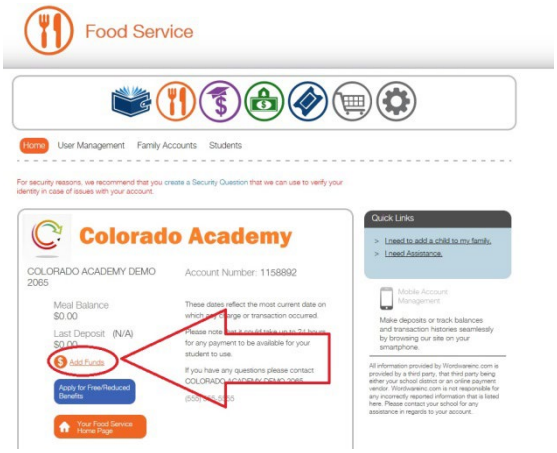
Log in to the PowerSchool Site



Click on Food Service and Select the Fork And Knife



After selecting the Fork and Knife you will click on "Add Funds".



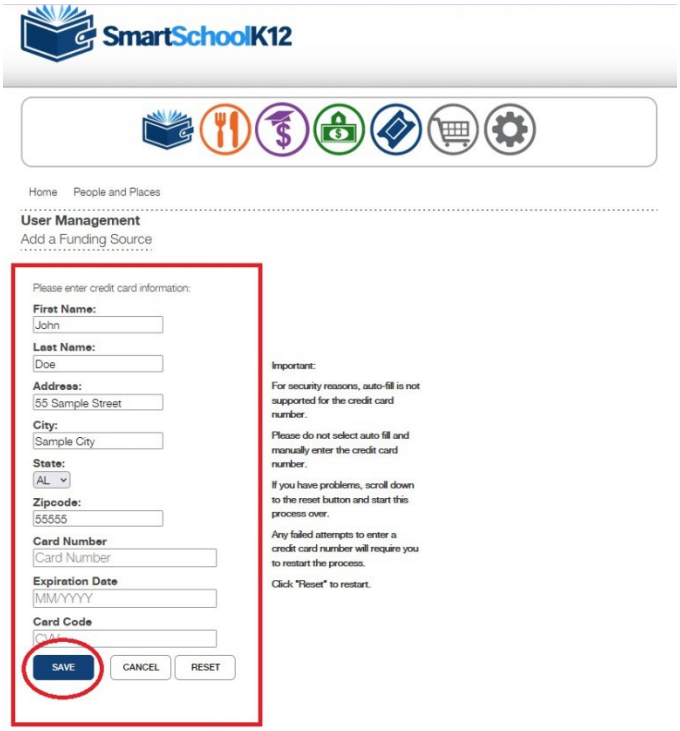
Click on “Add Payment Method.”

You will be redirected to the SmartSchoolK12 Lobby.

Click on “Add Funding Source.”

Click on the blue Credit Card box.

Enter your credit card information and then click the blue “Save” button.



Important:

For security reasons, auto-fill is not supported for the credit card number.

Please do not select auto fill and manually enter the credit card number.

If you have problems, scroll down to the reset button and start this process over.

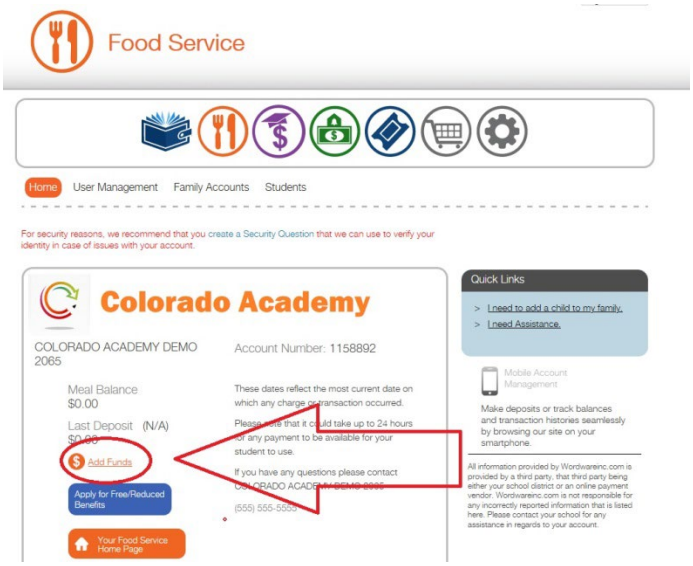
Any failed attempts to enter a credit card number will require you to restart the process.

Click "Reset" to restart.

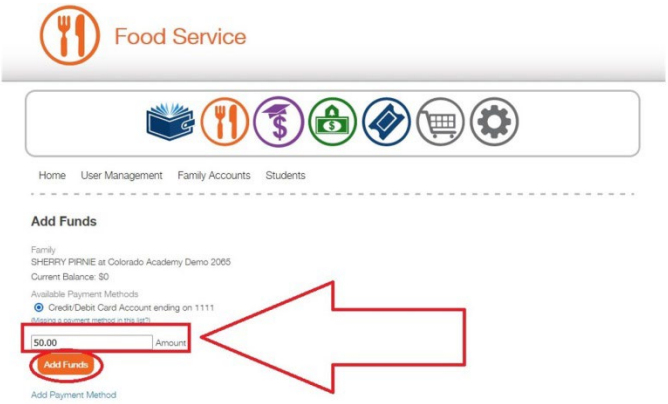
Next, click on the orange fork and knife.

You will be transferred to Food Service.

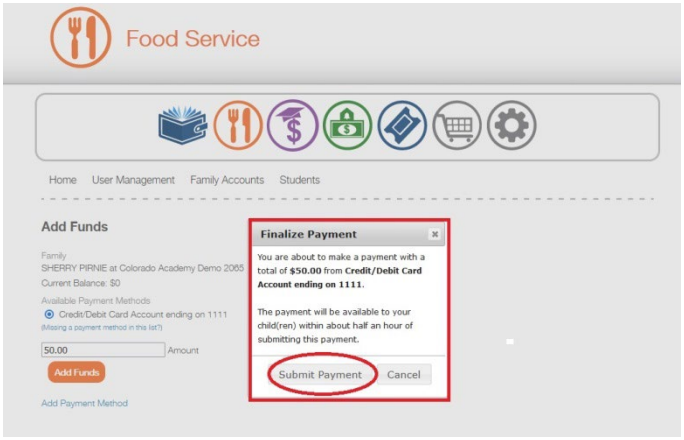
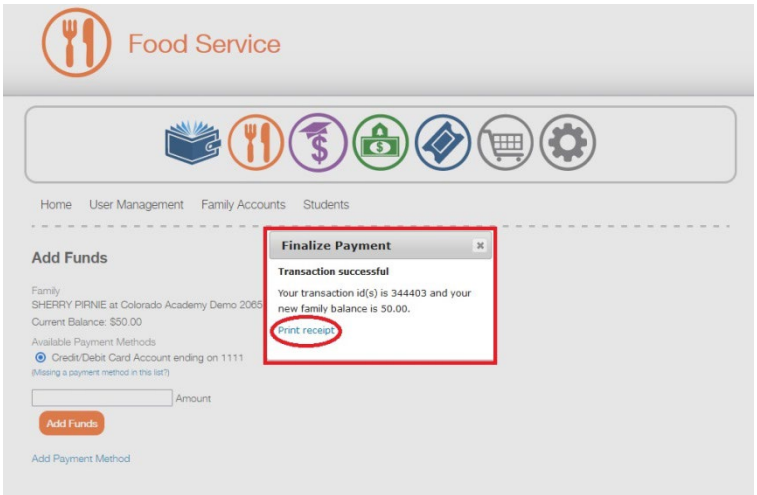
Click on “Add Funds.”



Enter the amount of the payment and then click the orange “Add Funds” button.



You will be asked to finalize your payment. Click the “Submit Payment” button.



You will receive a message saying your transaction was successful. There is an option to print a receipt.