

Lexington Independents MySchoolAccount - Payment Program

Parents at Lexington School receive the peace of mind that comes from knowing your child always has lunch money by signing up for a **MySchoolAccount.com** web portal account. This service allows you to monitor your student's lunchtime purchases, track what your students have been eating for the past 30 days, make deposits directly into their accounts and have an email reminder sent to you when an account balance gets low. Deposits can be made using Checking/Savings or Credit/Debit*. Each student's account balance will be updated throughout the day.

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 <https://myschoolaccount.com>
2. Click "Create New Account"
3. Fill in the required information then click CREATE ACCOUNT
4. 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 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. The ID number is listed above.
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. www.myschoolaccount.com

Each student account is only allowed one parent email for communication purposes. If you would like us to send future notices to another email address or person, please let us know.

We encourage parents to set up email reminders for low balances. We also urge you to take full advantage of this system by making deposits into your student's accounts on a weekly, monthly, or annual basis. You are free to choose the amount of each deposit. Any money that is not spent by the end of the school year will be available the following school year.

Questions: Direct questions regarding account balances or general service to the Food Service Director at Michael.dunn@lexingtonindependents.com