

## MAKING ONLINE LUNCH ACCOUNT PAYMENT

### COMPUTER/PC INSTRUCTIONS:

Go to TEACHEREASE.COM

- \*Login with the email you put on your child's enrollment papers and password you selected
- \*On the LEFT side of the screen choose the FEES square
- \*Click on LUNCH, (Here you will find EVERY Lunch, Breakfast and payment transaction made on the account)
- \*Bottom LEFT choose MAKE PAYMENT, (This will bring up all of your children enrolled in the district)
- \*Put in the amount you wish to pay for each child. ( if nothing for a specific child leave blank or put zero)
- \*Click Agree Box \*Type in your information and submit your payment

### PHONE WITH WEBSITE INSTRUCTIONS:

Go to TEACHEREASE.COM

- \*Click the three lines in the upper RIGHT Login with the email you put on your child's enrollment papers and password you selected
- \*On the LEFT side of the screen click the 3 lines under miscellaneous choose fees
- \*Click on LUNCH, (Here you will find EVERY Lunch, Breakfast and payment transaction made on the account)
- \*On bottom choose MAKE PAYMENT, (This will bring up all of your children enrolled in the district)
- \*Put in the amount you wish to pay for each child. ( if nothing for a specific child leave blank or put zero)
- \*Click Agree Box \*Type in your information and submit your payment

### ON THE APP:

- \*Open App
- \*Bottom RIGHT click the 3 lines
- \*Choose FEES/LUNCH BALANCE
- \*Click make online payment
- \*Put in the amount you wish to pay for each child. ( if nothing for a specific child leave blank or put zero)
- \*Click Agree Box \*Type in your information and submit your payment

\*\*\*\*LUNCH PIN INFORMATION\*\*\*\* STARTING IN JR HIGH THROUGHOUT HIGH SCHOOL STUDENTS WILL PUT IN AN INDIVIDUALIZED 4 DIGIT PIN ASSIGNED TO THEM TO COUNT THAT THEY HAD LUNCH. 6<sup>TH</sup> GRADE WILL START PRACTICING MEMORIZING THIS NUMBER AND GIVING IT TO THE ELEMENTARY CASHIER AS THEY GO THROUGH THE LUNCH LINE **TO FIND YOUR CHILDS PIN NUMBER: SELECT BUSROUTE/LUNCH PIN AND YOU CAN FIND THE 4 DIGIT PIN NUMBER**