

MyPayments Plus Instructions for New Families

FYI

My Payments Plus is also a great way to manage your student's lunch account. Through this free online service, you can check your child's account balance, receive low balance emails, and monitor your child's lunch room purchases. It is also the only method for notifying parents of low and negative lunchroom balances. You are responsible for knowing your student's balance that is why we have MyPayments Plus to assist you. There's even an app for that ☺.

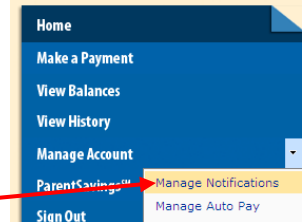


MyPayments Plus for iPhone and iPad is here! Download this free App today!

Once you set up your account and activate the notifications, you will receive an automated email when your student's lunch account balance reaches the designated amount. When that happens, you will need to make a lunch account payment.

Do this

1. Go to www.mypaymentsplus.com
2. Click 'Register a Free Account'
3. Follow the simple, onscreen instructions
4. Use the Student ID provided in the email from the cafeteria (not lunch PIN)
5. Continue to log in
6. Click 'Manage Account' tab then 'Manage Notifications'
7. Check the **General** box for each student's name and set the **amount** you want notifications sent
8. Click 'Save Changes' to ensure you will receive notifications



Your Low Balance Notifications

You can be notified via email when an account balance drops below a minimum amount. Email notifications will be sent to **CALParent@caschools.us**

To enable Low Balance Notifications for an account, check the check box next to the account name. Select the minimum amount the account balance may have before you are notified.

Student Name	Notification Type	Amount
Jane Smith	<input checked="" type="checkbox"/> General	5.00
John Smith	<input checked="" type="checkbox"/> General	5.00

Save Changes



Payments: We recommend a check payable to CAL or CAI marked for the cafeteria with your student's lunch name & PIN in the memo. You may also pay *online through MyPayments Plus. Funds need to be deposited in advance of purchases.

You can also pay online with a debit/credit card and even setup auto pay for your convenience. *PLEASE NOTE: My Payments Plus is PCI and VeriSign certified. If you choose to make online payments, you will be charged a 4.75% fee by my payments plus. This fee is not applied by nor does it benefit Christian Academy.