



Instructions for New Lunch Accounts

MyPaymentsPlus is 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. You are responsible for knowing your student's balance. MyPaymentsPlus can be accessed through the website (www.mypaymentsplus.com) or through the Mobile App available in Google Play or iTunes.

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.

You can set up your account by following the instructions below:

1. Go to www.mypaymentsplus.com
2. Click 'Register Now'
3. Choose 'Exchange (EX)' for the state
4. Choose 'Christian Academy School System' for the school district
5. Use the student ID provided in the email from the cafeteria (not lunch PIN)
6. Continue to log in
7. Click 'Manage Account' tab, then 'Manage Notifications'
8. Click the General box for each student's name and set the amount you want notifications sent
9. Click 'Save Changes' to ensure you will receive notifications

Payments: We recommend a check payable to CAI marked for the cafeteria with your student's name and PIN in the memo. You can also pay online with a debit/credit card and even set up auto pay for your convenience.

*PLEASE NOTE: MyPaymentsPlus is PCI and VeriSign certified. If you choose to make online payments, you will be charged a 4.75% fee by MyPaymentsPlus. This fee is not applied by nor does it benefit Christian Academy.

Funds need to be deposited in advance of purchases.

If you need assistance contact us: 502-753-4569
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