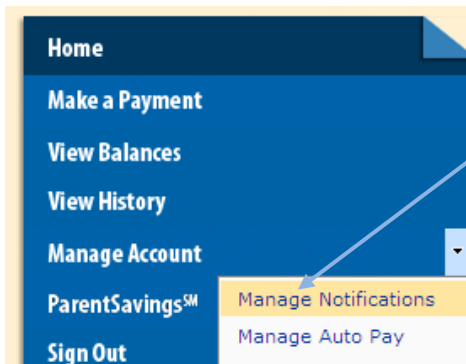


MyPayments Plus Instructions for Returning Families



1. Go to www.mypaymentsplus.com
2. Log in to your account
3. Click Manage Account then Manage Notifications on the left hand side of the home screen
4. Be sure all your students are listed*
5. Be sure the **General** box beside each name is checked
6. Verify your email
7. Scroll down and click Save Changes

A screenshot of the 'Your Low Balance Notifications' page. At the top, it says 'You can be notified via email when an account balance drops below a minimum amount. Email notifications will be sent to Parent@caschools.us'. Below this is a grey box with instructions: '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.' There are two account entries. The first is for 'Jane Smith' with a checked 'General' checkbox and a notification amount of '5.00'. The second is for 'John Smith' with a checked 'General' checkbox and a notification amount of '5.00'. At the bottom right is a 'Save Changes' button. Blue arrows from the instructions point to the email address, the 'General' checkboxes, and the 'Save Changes' button.

***If you need to add a student, just click the manage student button under the manage account tab and add the student using the student ID (not Lunch PIN) from the email the cafeteria sent to you.**

If you forgot your username or password, please click 'forgot password' button and follow the instructions:

A screenshot of the 'Secure Sign In' form. It has a blue header. Below the header are two input fields: 'Username:' and 'Password:'. To the right of the 'Username' field is a blue 'Sign In' button. Below the 'Sign In' button is a link that says 'Forget your username or password?'. A black arrow points from the 'forgot password' text in the previous block to this link.

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 ☺.

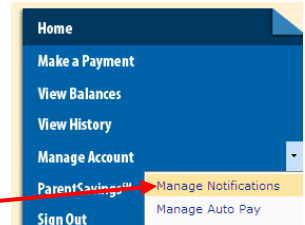


MyPayments Plus for iPhone and iPad is here! Download this free App today!

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.

Jane Smith	
Accounts	
<input checked="" type="checkbox"/> General	Notify me when this account balance drops below: <input type="text" value="5.00"/>

John Smith	
Accounts	
<input checked="" type="checkbox"/> General	Notify me when this account balance drops below: <input type="text" value="5.00"/>



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.