



## Instructions for New Lunch Accounts

MyPayments*Plus* 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. MyPayments*Plus* can be accessed through the website ([www.mypaymentsplus.com](http://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](http://www.mypaymentsplus.com)
2. Click 'Register Now'
3. Choose 'Kentucky' for the state
4. Choose 'Christian Academy School System' for the school district
5. Complete registration by following the on-screen instructions

If you have any questions about MyPaymentsPlus after you've set up your account, please contact the Parent Support Hotline at 1-877-237-0946.

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

**\*PLEASE NOTE:** MyPayments*Plus* is PCI and VeriSign certified. If you choose to make online payments, you will be charged a 4.75% fee by MyPayments*Plus*. This fee is not applied by nor does it benefit Christian Academy. Funds need to be deposited in advance of purchases.

## **MyPayments*Plus* Participant Procedure**

As we begin another school year with the MyPayments*Plus* Program, we want to ensure a smooth start by reminding you of a few procedures that will help keep accounts balanced and up-to-date.

1. If paying by check, please put the student name and ID badge number on the memo line and make the check payable to CAI.
2. If you have more than one person listed on the memo line, please put the amount to be deposited for each student account.
3. If you are paying by cash, please put the money in an envelope and write the name, account number and amount of cash you have placed in the envelope. Make sure it is sealed completely.
4. Please check your MyPayments*Plus* accounts regularly; this will keep the accounts current and avoid unnecessary phone calls or embarrassment to your student.
5. For your convenience, you may pay by credit card directly through your My Payments Plus account. However, they do charge a service fee for this transaction. Please see your My Payments Plus account for more information at [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com).

If any account falls \$15.00 in arrears, a friendly email reminder will be given to you to deposit funds in the respective accounts; students will not be allowed to carry excessive negative balances during the school year. If the account reaches a negative \$50.00, the student will not be allowed to purchase a lunch, they will need to bring a sack lunch.

It is always a pleasure to serve our students at Christian Academy.

Our goal is to encourage our students to be responsible in all areas of life. Please speak with your child regarding a budget for them. This will assist them in managing their funds, and help them to develop a life skill that will carry them into adulthood. Thank you for your cooperation in this area.