FOOD SERVICE MANAGEMENT

These instructions will walk you through how to manage your family's Food Service account and make payments accordingly!

First, log in to your user account. From there, select the orange fork and knife Food Service Icon:

This will bring you to your school's Food Service module. You have the ability to add funds and go to user management pages to make appropriate adjustments as needed:

Food Service

Home User Management Family Accounts Students

YOUR SCHOOL LOGO

COLORADO ACADEMY DEMO 2065

Account Number: 1158227

Meal Balance
$47.25

Last Deposit 7/21/2020
$50.00

Add Funds

Apply for Free/Reduced Benefits

Your Food Service Home Page

These dates reflect the most current date on which any charge or transaction occurred.

Please note that it could take up to 24 hours for any payment to be available for your student to use.

If you have any questions please contact COLORADO ACADEMY DEMO 2065

(555) 555-5555

Quick Links

> I need to add a child to my family.
> I need Assistance.

Mobile Account Management

Make deposits or track balances and transaction histories seamlessly by browsing our site on your smartphone.

All information provided by EduTrak Software is provided by a third party, that third party being either your school district or an online payment vendor. EduTrak Software is not responsible for any incorrectly reported information that is listed here. Please contact your school for any assistance in regards to your account.

If you would like to set an auto-refill payment, go to "Family Accounts" and select "Auto-Refill Options":

You will need to enable auto-refill by selecting the box at the top. The descriptions for "Refill Amount" and "Low Balance Threshold" are marked below. Once those have been set, select the checkbox to agree to the terms of auto-refill. Finally, select "Save Refill Preferences":

In order to simply add funds to your Food Service account, at the homepage of the Food Service module, select "Add Funds"

NOTE: You can return to the Food Service page at any time by selecting the fork and knife icon:

From there, enter the amount you would like to add to the food service account and select "Checkout":

You will be prompted to confirm one more time in order to complete your payment:

Once payment has been completed, you will receive an email receipt with the information surrounding your recent payment to your family's Food Service account:

Receipt for Order #1324556

Description	Type	Amount	Family Account	Student
Meal Balance Payment	Wordware Lunch	$50.00	1158227	

Subtotal: $50.00
Processing Fees: $0.00
Total: $50.00