

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:

The screenshot shows a website interface for a school. At the top, a green banner displays "0 item(s) in your Cart" on the left and "Account" and "Logout" buttons on the right. Below the banner is a search bar. The main header features a school crest logo on the left and the text "YOUR SCHOOL LOGO" in large, bold, black letters. A horizontal navigation bar contains several circular icons: a green apple, an orange fork and knife (highlighted with a red box), a purple umbrella with a dollar sign, a red soccer ball, a green house with a dollar sign, a blue wallet, a blue shopping cart, and a grey gear. On the left side, a vertical menu lists various school-related items: Home, School Store, Student Council, Permits and Fees, Sports Registration, Technology, Events and Ticketing, Basketball, and Giving. The main content area displays four product listings, each with an image, a title, a price, a description, and an "Add To Cart" button: 1. "Wobegon Cap" for \$15.00, described as a "Wobegon Sports Team Ball Cap to show of your school spirit any day--rain or shine!". 2. "Wobegon T-Shirt" for \$15.00, described as "Wobegon T-Shirts, now in two grayscale options AND a color!". 3. "Wobegon Hoodie" for \$30.00, described as "Wobegon Hoodie, choose from multiple different colors!". 4. "Homecoming Button" for \$5.00, described as "Help everyone show our school spirit!".

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

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

Last Deposit 7/21/2020
\$50.00

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

 [Add Funds](#)

If you have any questions please contact
COLORADO ACADEMY DEMO 2065

(555) 555-5555

[Apply for Free/Reduced Benefits](#)

 [Your Food Service Home Page](#)

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”:

Food Service



Home User Management **Family Accounts** Students

Account Number	Parent Name	Family Users	COLORADO ACADEMY DEMO 2065 555 N 5th Street Minneapolis, MN 55425
Meal Balance 47.25	Family ID / Family Account ID	 Add a family user	Lunch Contact (555) 555-5555
 Add Funds	Family Members	Notifications are ON  Change Notification Settings	
 Show Transactions	Parent Address		
 Auto-Refill Options			
Apply for Free/Reduced Benefits			

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”:

Food Service



Home User Management **Family Accounts** Students

Auto-Refill Options: Family Account 1158227

Auto-Refill Enabled


Credit/Debit Card Account ending on 8888

[Add Payment Method](#)

Refill Amount

The “Refill Amount” is the dollar amount to be refilled into your family’s Food Service account

\$0.00

Estimated Processing Fee 

Low Balance Threshold

The “Low Balance Threshold” is the dollar amount your family’s Food Service account needs to go below in order to trigger the auto-refill payment

Upon completion, you authorize regularly scheduled charges to your Credit Card or Bank Account. You will be charged the amount indicated. A receipt for each payment will be provided to you and the charge will appear on your Credit Card or Bank Account Statement. You agree that no prior-notification will be provided unless the date or amount changes, in which case you will receive notice from us at least 10 days prior to the payment being collected. I understand that this authorization will remain in effect until I cancel it. If the payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day. For ACH debits to my checking/savings account, I understand that because these are electronic transactions, these funds may be withdrawn from my account as soon as the selected transactions process on the selected transaction dates. In the case of an ACH Transaction being rejected for Non-Sufficient Funds (NSF) I understand that the merchant may at its discretion attempt to process the charge again within 30 days, and agree to an additional \$25.00 charge for each attempt returned NSF which will be initiated as a separate transaction from the authorized recurring payment. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. I certify that I am an authorized user of this credit card/bank account and will not dispute these scheduled transactions with my bank; so long as the transactions correspond to the payments plans selected in the following auto payment configuration.

Save Refill Preferences


[Return to Accounts](#)

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:



[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.](#)



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.

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



EduTrak Checkout



Checkout History Statements

COLORADO ACADEMY DEMO 2065

Checkout



YOUR SCHOOL LOGO



ARRON CULLEY

Student Account ID: **2656522**
Student ID: **100917**
District ID: **2065**
District: **COLORADO ACADEMY DEMO 2065**



Add Balance to Family

This balance is shared by all students in family 1158227.

Family Account ID

1158227

Balance

\$47.25

New Balance

\$97.25

\$ 50.00

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

The image shows the EduTrak Checkout interface. At the top, there is a shopping cart icon and the text "EduTrak Checkout". Below this is a navigation bar with icons for various services: a green apple, a fork and knife, a graduation cap with a dollar sign, a soccer ball, a house with a dollar sign, a credit card, a shopping cart, and a gear. The main content area has tabs for "Checkout", "History", and "Statements". The current order is "COLORADO ACADEMY DEMO 2065". A modal window titled "Checkout" is open, displaying the following information:

Checkout

Please select a funding source:

- Credit Card ending in 8888

Order 1

Meal Balance Payment	\$50.00
Order Subtotal:	\$50.00
Grand Total:	\$50.00

Notice: Each order will appear as a separate charge in your statement.

At the bottom of the modal, there are two buttons: "Pay Now" (highlighted with a red box) and "Cancel".

Below the modal, there is a section for "YOUR" with a logo and a balance table:

This balance is shared by all students in family 1158227.

Family Account ID	Balance	New Balance
1158227	\$47.25	\$97.25

There is also a small input field showing "\$ 50.00".

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