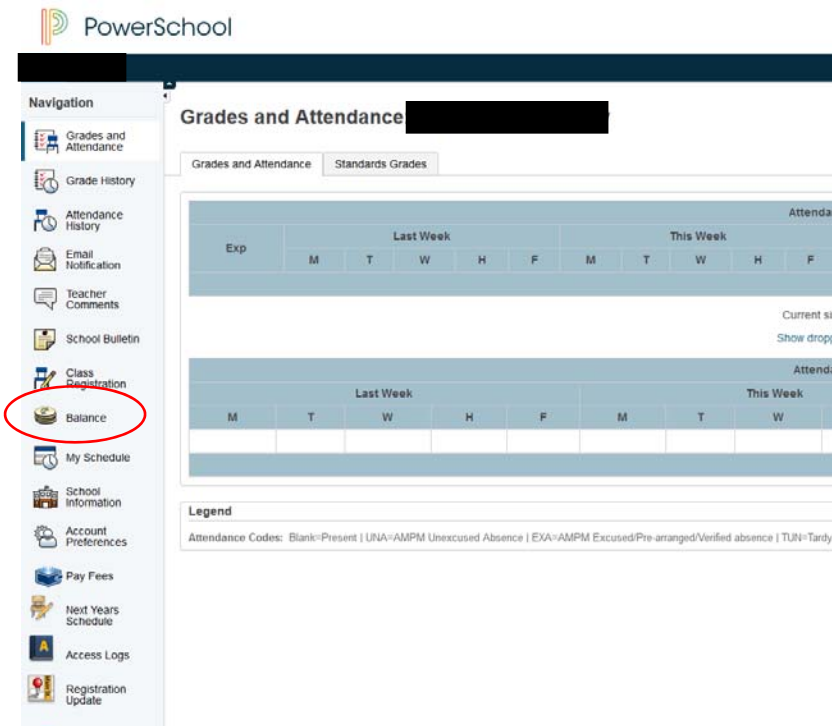


To make a **Food Service/Lunch Account Payment** Log into your Powerschool Parent Account

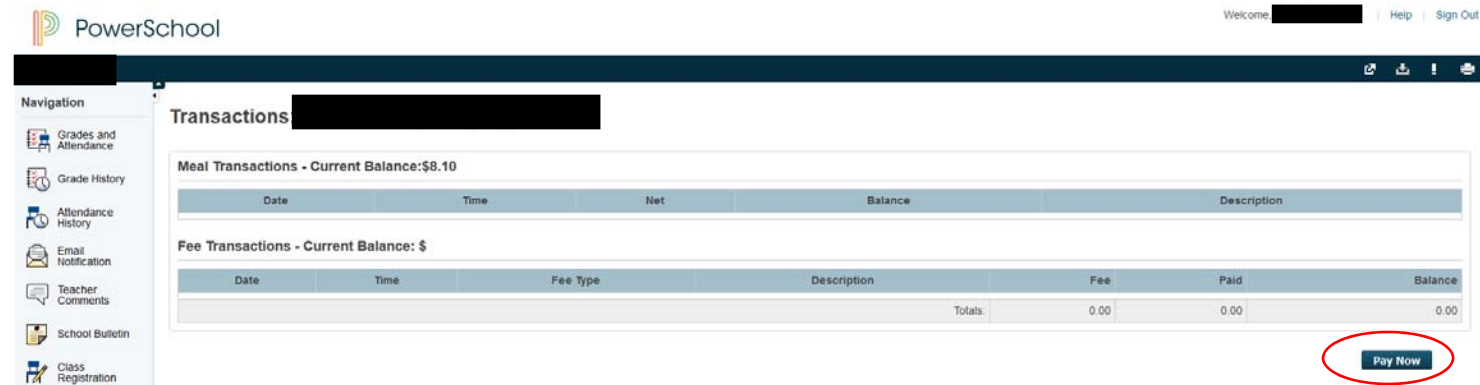
* Please note it may take up to 24 business hours for balance to appear in Powerschool.

1. In the Navigation Menu select **Balance**



The screenshot shows the Powerschool Parent Account interface. On the left is a navigation menu with various options. The 'Balance' option, represented by a coin icon, is circled in red. The main content area is titled 'Grades and Attendance' and contains two weekly attendance grids. The first grid is for 'Last Week' and the second is for 'This Week'. A legend at the bottom explains the attendance codes: Blank=Present | UNA=AMPM Unexcused Absence | EXA=AMPM Excused/Pre-arranged/Verified absence | TUN=Tardy.

2. In the Transaction Screen click the **Pay Now**

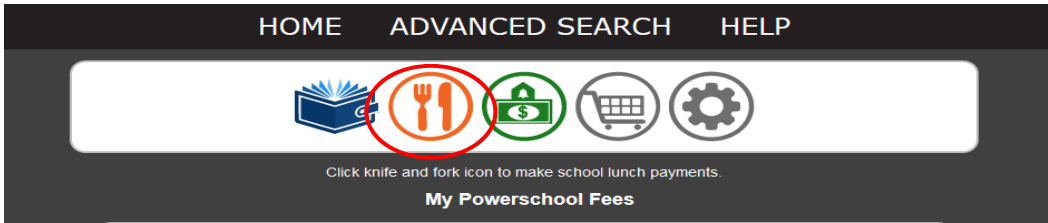


The screenshot shows the Powerschool Parent Account interface with the 'Transactions' screen selected. The page displays two tables: 'Meal Transactions - Current Balance: \$8.10' and 'Fee Transactions - Current Balance: \$'. The 'Meal Transactions' table has columns for Date, Time, Net, Balance, and Description. The 'Fee Transactions' table has columns for Date, Time, Fee Type, Description, Fee, Paid, and Balance. A 'Pay Now' button is circled in red in the bottom right corner of the screen.

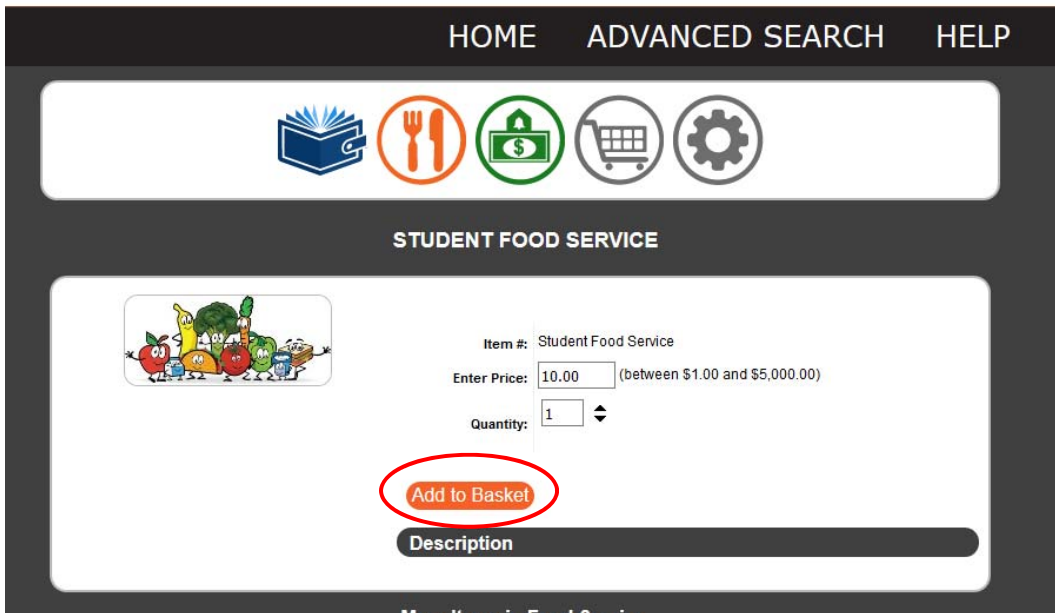
If this is your first time going to ePayTrak/SmartSchoolK12 from Powerschool you will need to follow the prompts on the screen. It will ask you to agree to the terms of services and then redirect you to the ePayTrak page.

You will always need to log into Powerschool to be directed over to ePayTrak to pay any Powerschool Fees or add funds to a Student Lunch Account.

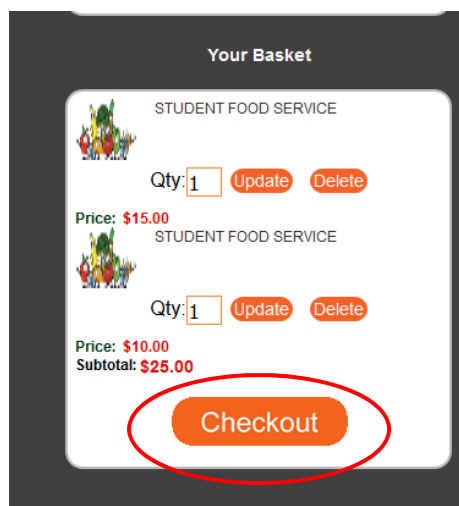
3. In ePayTrak click on the **Food Service Icon**. You will be taken directly to the **Student Food Service** item in the Store



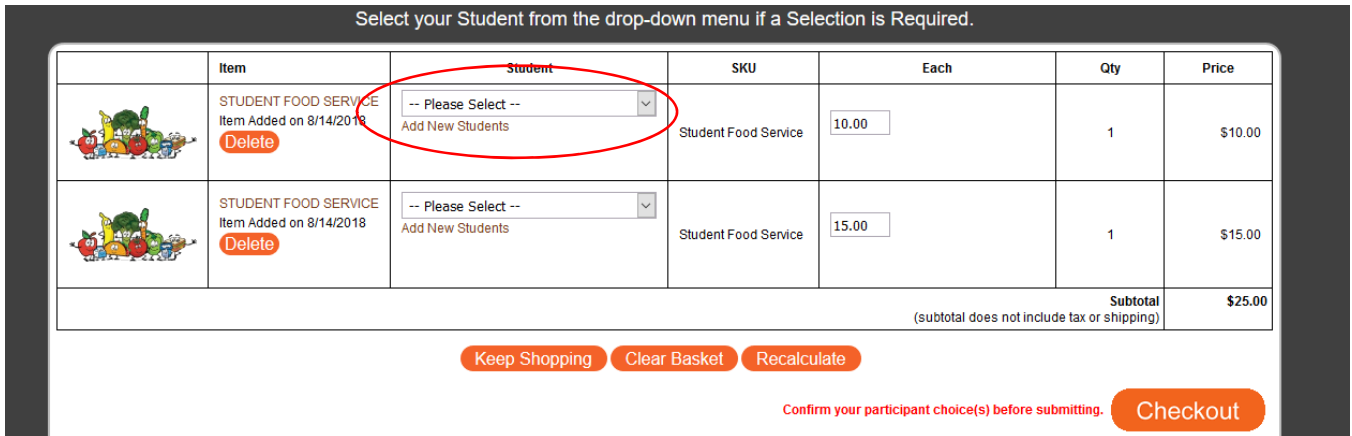
4. Enter the amount you wish to add to the students account and Click **Add to Basket**
- If you have more than one child you need to add funds to, you will need to leave the quantity at one but add another Student Food Service Item to the Basket.
 - You will be asked to add the Student to the item before you Checkout.



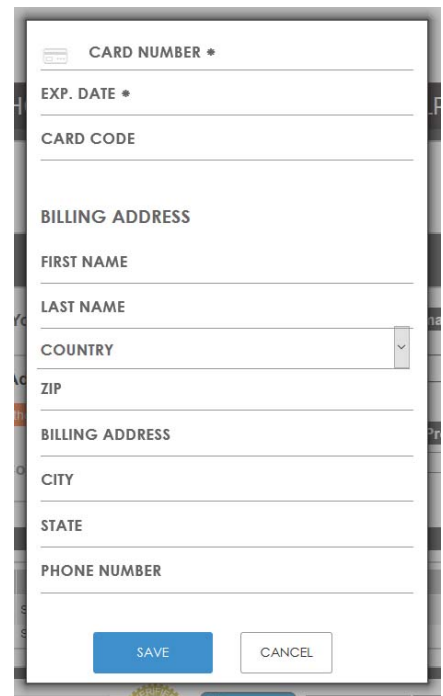
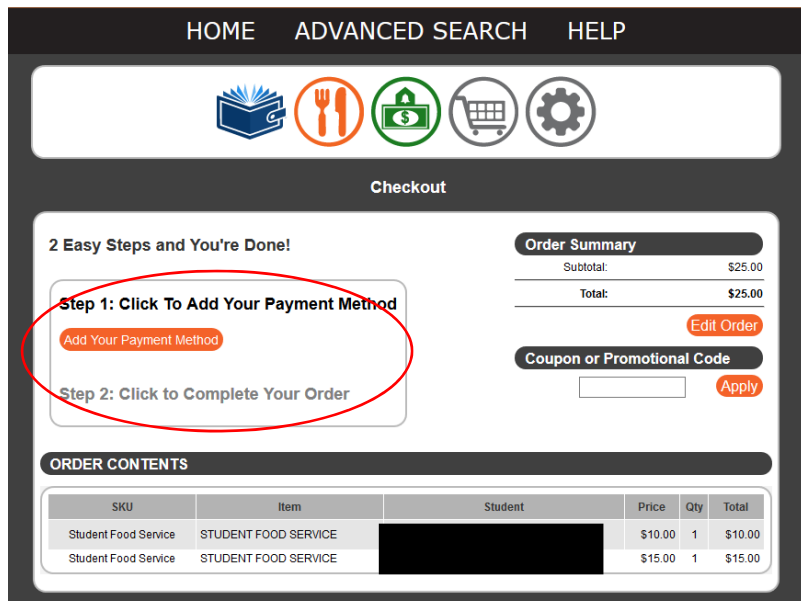
5. Once you have added the Student Food Service items to your basket and are ready to checkout, click **Checkout**.



6. In the Basket screen, add your Student to the transaction and then Click **Checkout**.
 - a. In the Student column you will see the drop down, select the student you wish to add the funds. This is how they will have the balance added to their Powerschool Account.



7. In the Checkout Screen follow the steps to complete the transaction.
 - a. Step 1: click **Add Your Payment Method**
 - i. The payment information screen will pop-up. Add your card and billing information here and click **Save**
 - b. Step 2: click to **Complete Your Order**
 - i. Once you have added your payment method this option will be available to you.



8. You will receive a confirmation email with your purchase information.

If you have any questions please contact us at 907-486-7556.