

## Steps for Parent Enrollment on myLunchMoney.com

- 1) In your web browser, navigate to our website <http://www.mylunchmoney.com>
- 2) Left-click on the green “Register For An Account” button located in the middle of the page. This will open the Parent Enrollment process.
  - a. Step 1 – enter the Zip Code for your student’s school by entering a 5 digit postal zip code in the “5 digit Zip Code” box (we will search on your home zip code, the school zip code or the zip code of the school district main office). Left click on the green Search button to continue to step 2.
  - b. If the results come back as “No Match was found!” please double check and re-enter your zip code, or click on the “If you cannot find your child’s school, please click [here](#)” link, or contact your local school district to verify the zip code of your child’s school.
- 3) Step 2 – Left-click on the District Select box to select your student’s school district (if more than one selection is available). Step 3 - Left-click on the School Select box to select your student’s school. Step 4 - When the School Search Results appear select your named school by left-clicking on the green Select button.

Now on to Parent Enrollment Step 5 – creating the Parent Account.

- 4) Enter Information in the following required fields:
  - a. Type / create a unique **User Name** – something that you will remember (don’t forget to write it down).
  - b. Type / create a unique **Password** – also something that you will remember (and don’t forget to also write this one down). Passwords should consist of 7 to 16 characters, must include both alpha and numeric characters AND are caps-sensitive.
  - c. Re-enter your same password in the **Confirm Password** box.
  - d. Type your email address in the **E-Mail Address** box; parents are required to input an email address in order to receive copies of payment confirmation, low-balance notifications as well as credit card expiration messages.
  - e. Re-enter your email address in the **Confirm E-Mail Address** box.
  - f. Type / enter your **First Name** and **Last Name** in the corresponding boxes.
  - g. Type / enter your **Home Phone Number** in the box, include area code first.
  - h. In the **Security Question** box you will need to left-click on the down arrow button to then left-click and choose your Security Question.
  - i. Type / enter your unique **Security Answer** to your selected Security Question; myLunchMoney.com Support personnel will ask you your question and/or answer to confirm your identity for security purposes should you call our 800 number for assistance.
  - j. Left-click on the **Terms and Conditions** link to read the terms and conditions of registering for and using myLunchMoney.com.
  - k. Left-click in the selection box next to the “I agree to the Terms & Conditions of using this web site.”
  - l. Finally, left-click on the green Submit button.

Now on to Parent Enrollment Step 6 – Adding your Student.

- 5) Enter Information in the following required fields:
  - a. Type / enter the **Student First Name**.
  - b. Type / enter the **Student Last Name**.
  - c. Type / enter the **Student ID** - a 5 to 10 digit number that is provided by the School. Please note that the Student ID number IS NOT your student’s PIN number.
  - d. Left-click on the down arrow button to then left-click and choose your child’s **Grade**.
  - e. Left-click on the down arrows to select/adjust your child’s **Date of Birth**.
  - f. Finally, left-click on the green Submit button.

Now on to Parent Enrollment Step 7 – Adding Payment Information.

- 6) Enter your credit card information to be used for all funding:
  - a. Left-click the down arrow for **Credit/Debit Card Type** and left-click to choose either Visa or MasterCard type
  - b. Type /enter your credit card **Number** – do not use dashes
  - c. Left-click on the down arrow buttons for the month and year **Expiration**
  - d. Type / enter your **Name** exactly as it appears on your card
  - e. Type / enter your **Billing Address**
  - f. Type / enter your five digit **Zip** code
  - g. By default the credit card expiration reminder is set to yes; if you do not want a reminder email for when your credit card is about to expire, left-click the selection box.
  - h. Left-click on the green Submit button.

From here navigate to the Parent Homepage to Fund Students, adjust “Smart Pay” settings, view Payment History and Meal History, view Meal Controls and Edit your Account Information.