

Online Payments

Internet Parent Partnership

Parent Set-up Instructions

To use Online Payments you will need...

- 1. An Internet connection**
- 2. Your email address**
- 3. Your student(s) Permanent District ID # (s)**

The Permanent District Student ID # can usually be found:

- 1) On your student's class schedule*
- 2) On your student's report card*
- 3) By contacting your student's school office, or*
- 4) By emailing your district's Nutrition Services Department*

(NOTE: Depending on the District this may NOT be your student PIN #)

Internet Parent Partnership

Online Payments & View Transaction History

There are **2 separate areas** that you can set up to access your student's account



With “**My Online LunchBox**” you can...

- View **Transaction History Reports**
- Set **Spending Limits**
- See **Account Balances**
- Link to **eFunds for Schools** to make online payments.

PLEASE NOTE: You MUST have Internet Explorer v6.0 or higher to be able to access “My Online LunchBox”.



With **eFunds for Schools** you can...

- See **Account Balances**
- Make **Online Payments**
- Set up **Reoccurring Payments**
- Set up **Automatic Account Refill** based on low balance setting

PLEASE NOTE: You can use ANY Browser or Operating System to access eFunds for Schools.

My Online LunchBox



You **MUST** have Internet Explorer v6.0 or higher to be able to access "**My Online LunchBox**".

If you are not using a Windows Operating System, or if you do not have Internet Explorer v6.0 or higher, you will not be able to access ***My Online LunchBox*** to view **Transaction History** or set **Spending Limits**.

If your Browser will not access ***MyOnline LunchBox*** you may proceed directly to ***eFunds for Schools*** to set up an online payment account where you can see **Account Balances** and make **Online Payments**.

You can use **ANY Browser or Operating System** to access ***eFunds for Schools***.

Internet Parent Partnership

Setting up *My Online LunchBox*

Online Payments & View Transaction History

My Online
LunchBox
View Transaction History

With “My Online LunchBox” you
can...

Set spending limits

and

View transaction history

...and also link to *eFunds for Schools* from LunchBox

e~Funds for Schools™

With *eFunds for Schools* you can **Check Balances**
and **Make Payments** to Lunch accounts or other school
expenses from Checking account or Credit Card .

Your payment options are...

Pay by **Checking Account** (ACH) for \$1 / transaction

Pay by **Credit Card** for \$1.99/ transaction

Pay for multiple students in single transaction

Set up **Reoccurring Payments** by Amount and Date Range
(Note: CC phone verification not required each time)

Set up **Automatic Refill** when Account reaches Low Balance
(Note: CC phone verification not required each time)

Set up an **Email Alert** when account reaches Low Balance

Setting up My Online LunchBox

My Online
LunchBox
View Transaction History



LunchBOX Application Suite

Sample School District

Enter User ID

Enter Password

Logon

Sign up

First time users must click "**Sign up**" to register for My Online LunchBox

My Online LunchBox Sign up Page

The image shows a screenshot of the 'LunchBox Application Suite' sign-up page. At the top, there are two buttons: 'Logon' and 'Sign up'. A callout bubble points to the 'Sign up' button, stating: 'Parents signing up for the first time must click **“Sign up”**'. Below these buttons is a red-bordered box containing the 'Add New User' form. The form has three input fields: 'E-mail (valid email address)', 'Parents Name', and 'Student ID (Your Child's Permanent Student Number)'. A 'Submit' button is located at the bottom left of the form. A callout bubble points to the 'Submit' button, stating: 'Click **“Submit”** when complete'. Another callout bubble points to the 'Student ID' field, stating: 'The Student ID number is the permanent District ID#, it may NOT be the student's 4 – 5 digit PIN number from LUNCH'. A large curved arrow on the left side of the page points from the top section down to the form area.

Logon

Sign up

Parents signing up for the first time must click **“Sign up”**

LunchBox Application Suite

Add New User

E-mail (valid email address)

Parents Name

Student ID (Your Child's Permanent Student Number)

Submit

The Student ID number is the permanent District ID#, it may NOT be the student's 4 – 5 digit PIN number from LUNCH

Click **“Submit”** when complete

Logging into *My Online LunchBox* Online Payment Set-up with

My Online
LunchBox
View Transaction History

LunchBOX Application Suite

Sample School District

Enter User ID

Enter Password

Logon

Sign up

Your User ID is your email address.

The first time you log into *My Online LunchBox* your Password is also your email address.

You can change your password when you log in.

Hint: You may choose to make your password the same as the one you chose for eFunds for Schools to make it easier to remember.

Log on brings you to Welcome Page

General Maintenance

Change Password
Internet Participants

By clicking on
“**General Maintenance**”
it brings up the options of
“**Internet Participants**”
(Students)
or “**Change Password**”

Hint: You may choose to make
your password the same as the
one you chose for eFunds for
Schools to make it easier to
remember.

Click on
“**Internet Participants**” to
view student accounts

Parent Internet Login

Welcome, Parent.

To view account information, click on
the General Maintenance link to your left.

We hope that you enjoy your
experience and please visit again soon.

If you have any questions about how to use
this service, contact your Food Service Center.

Add Students to the Account

LunchBox Application Suite

General Maintenance
Change Password
Internet Participants

Participants

	First Name	Middle Name	Last Name	Home Room	Status	Balance	Site
Select	Brandon		Jones		Full	10.00	Vista Verde

Add Participant

Add Students to the account by clicking on "**Add Participant**" and entering the each student's permanent district ID number.

Click "**Select**" to open and view

Student or “Participant Record”

LunchBox Application Suite

General Maintenance

Change Password
Internet Participants

User Participant Record

First Name Brandon
Middle Name
Last Name Jones
POS ID 1234567
District ID 1234567
Site Vista Verde

Allow A La Carte Purchase TRUE

A La Carte Limit Type Account Tender Limit Amount Limit Interval Monthly

View Transactions

Start Date

End Date

Click submit below to Make Internet Deposit Transaction

Current Balance 10.00 As Of 2005-10-13 14:35:53.233

Parents can set spending limits such as “Allow A La Carte Purchases”, “Limit Amounts” and “Limit Interval”

Parents can view Transactions by date range, such as; what their child ate, by date and tender type, as well as, when and how deposits were made.

Parents can see account balance (which is date and time stamped). Parents can make a deposit to their child’s account by selecting “**Submit**” and going to eFunds.

Link from *My Online LunchBox* to *eFunds for Schools*

LunchBox Application Suite

General Maintenance
Change Password
Internet Participants

Back

First Name	Brandon
Middle Name	
Last Name	Jones
POS ID	1234567
District ID	1234567
Current Balance	10.00

Deposit Funds

From here, parents click the “*Deposit Funds*” button to link to the secure *eFunds for Schools* site

Internet Parent Partnership

Setting up *eFunds for Schools*

Setting up Online Payments



With “My Online LunchBox” you can...

Set spending limits

and

View transaction history

...and also link to *eFunds for Schools* from LunchBox

*eFunds for Schools*TM

With *eFunds for Schools* you can **Check Balances** and **Make Payments** to Lunch accounts or other school expenses from Checking account or Credit Card .

Your payment options are...

Pay by **Checking Account** (ACH) for \$1 / transaction

Pay by **Credit Card** for \$1.99 / transaction

Note: A phone-in verification is required the first time you register a Credit Card

You will be able to ...

Pay for multiple students in single transaction

Set up **Reoccurring Payments** by Amount and Date Range

Set up **Automatic Refill** when Account reaches Low Balance

Set up an **Email Alert** when account reaches Low Balance



You will set up your **eFunds for Schools** account by...

- 1) Choosing a User ID and Password
- 2) Adding your Students to the Account
- 3) Choosing the form of Payment
- 4) Setting up Payment Options

*You will need an Internet Connection, your Email Address, your student(s) Permanent District ID # (s), and you will select the form of payment as either **Checking Account** transfer or **Credit Card***

Online Payment Set-up with *eFunds for Schools*

Step 1: REGISTRATION

Log by Clicking on the *eFunds for Schools* logo



Chicago Public Schools (demo)

Welcome to e~Funds for Schools. If you are a new user you will first need to step through a short Registration process. In this process you will **assign and set up your own new User Name, Password, and Account Information**. Once registration is complete, you will be able to login using your own personal User Name and Password to submit payments to the school. Please click on the "Register" button to begin.

Login:

User Name

Password

Login >>>

[Forgot password](#) [Register](#)

First time users will click "Register"



[Privacy Policy](#)

Online Payment Set-up with eFunds for Schools

Step 1a: ENTER ACCOUNT INFORMATION

Chicago Public Schools (demo)

[Change Password](#) | [Print](#) | [Logout](#)

>Step 1<
Step 2
Step 3
Step 4
Confirm

Account Information

Create New User Name:
Password:
Retype Password:
First Name:
Last Name:
*** Home Email:**
*** Work Email:**
Phone Number:

Please note: fields in bold are required.

* At least one valid email address is required, enter 'NA' if you do not have an email address. This is also where you receive your confirmation emails.

[Continue](#)

*Enter your
Account
Information*

Online Payment Set-up with eFunds for Schools

Step 2: ADD STUDENTS TO ACCOUNT

Chicago Public Schools (demo)

[Change Password](#) | [Print](#) | [Logout](#)

Step 1
>Step 2<
Step 3
Step 4
Confirm

Student Information

Use the field below to add students

Add a Student

Family Number ▾

Add

Choose "Family Number" or "Student Number" then enter the appropriate number in the box and click Add to link students to your account.
If you do not remember your student number or family number, please contact your school district's office directly.

**Most Districts
use *Student
Number***

**Once you have entered the student number/family number
click on add to continue with the registration process.**

Online Payment Set-up with eFunds for Schools

Step 2a: Verify Student is Correct

Chicago Public Schools (demo)

[Change Password](#) | [Print](#) | [Logout](#)

- Step 1
- >Step 2<
- Step 3
- Step 4
- Confirm

Student Information

Currently linked students:

<input type="checkbox"/>	Student Name	Number	Grade
<input type="checkbox"/>	Account, Test	1234	P

[Remove](#)

Add a Student

Family Number [Add](#)

Choose "Family Number" or "Student Number" then enter the appropriate number in the box and click Add to link students to your account.
If you do not remember your student number or family number, please contact your school district's office directly.

[Continue](#)

You may *Add* additional students or *Remove* a student at this step

Once everything is set click continue

Online Payment Set-up with eFunds for Schools

Step 3: CHOOSE PAYMENT METHOD & ENTER ACCOUNT INFORMATION

Step 1
Step 2
>Step 3<
Step 4
Confirm

Payment Information	
Checking Account	Terms of Service
New Account Type:	<input checked="" type="radio"/> Checking
New Routing Number:	<input type="text"/>
New Account Number:	<input type="text"/>
Click here for a sample check.	

Please note: fields in bold are required.

Payment Options

Checking Account

Transaction fees are \$1

Credit Card

Transaction fees are \$1.99

Please NOTE: Credit Card transactions require a phone confirmation to complete transaction

Credit Card

Terms of Service

Registration for payment by credit card must be authorized through touch-tone telephone.

The registration by phone process is used for added security and the safe guarding of your credit card information. For your protection no credit card payment is processed via this Internet web site.

Do not continue or close your web browser until you have called the following toll-free number: **(800) 438-9926**.

When you call the toll free 800 number the voice will ask you for an ACCESS CODE. Please enter the following number including the # sign: **8001879#**.

You will also be prompted to enter a PIN number. Please use the following TEMPORARY Authorization PIN number: **8480**

The automated voice system will prompt you through a few questions and will provide you with a Registration confirmation code.

Enter your REGISTRATION CONFIRMATION code here:

DO NOT continue or close your browser until you have entered the Registration Confirmation code in the box above, provided by the touch tone registration system.

Continue

Online Payment Set-up with eFunds for Schools

Step 4a: SETTING UP CHECKING ACCOUNT PAYMENT OPTION

Chicago Public Schools (demo)

[Change Password](#) | [Print](#) | [Logout](#)

Step 1

Step 2

Step 3

>Step 4<

Confirm

Fee Notice

The e~Funds For Schools service is brought to you by a third party service provider and they charge for processing your payment(s). If any e~Funds For Schools payment that is authorized from your checking account is returned for Non Sufficient Funds "NSF", the e~Funds For Schools service provider will charge your checking account a \$15.00 NSF Fee.

There will be a \$1.00 convenience fee that will be added to each payment you make during the year.

[Back](#) [Continue](#)

To proceed with the registration process you must click on **Continue** once you have read the above fee notice. Please note that the NSF Fee only pertains to checking accounts.

Online Payment Set-up with eFunds for Schools

Confirm: **SETTING UP CHECKING OPTION** Agreeing to Terms and Privacy Policy

Chicago Public Schools (demo)

[Change Password](#) | [Print](#) | [Logout](#)

<p>Step 1 Step 2 Step 3 Step 4 >Confirm<</p>	<div style="background-color: #4F81BD; color: white; padding: 5px 20px; margin-bottom: 10px;">Confirm</div> <p>By submitting your registration information, you indicate that you agree to the Terms of Service and have read and understand the e-Funds For Schools Privacy Policy. Your submission of this form will constitute your consent to receive required administrative and legal notices such as this electronically.</p> <p>Submit</p>
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To read the **Terms of Service** or the **Privacy Policy** click on the wording when you are on the above screen. Once you have read and agree with them click on submit to proceed to the final step in the registration process.

Online Payment Set-up with eFunds for Schools

Finished: **SETTING UP CHECKING OPTION** Registration Confirmation

Chicago Public Schools (demo)

[Change Password](#) | [Print](#) | [Logout](#)

Step 1
Step 2
Step 3
Step 4
Confirm
>Finished<

Registration Complete

You have successfully completed the setup process. Please return to the login screen to access your e-Funds For Schools account.

[Go to Login](#)

You have now completed the registration process for checking and are ready to make payments.

Online Payment Set-up with eFunds for Schools

Finished: **SETTING UP CHECKING OPTION** Email Registration Confirmation

You will receive the following via e-mail once you have completed the registration process. This will be sent to the e-mail address(s) you entered during sign up.

Thank you for taking the time to register with e~Funds For Schools. You can now login and make payments online.

The following is your account information, please save them for future reference:

User Name: asmith
Password: 1234

Again, thank you for registering with e~Funds For Schools.

This is an automated message. Replies to this address will not be read.

Online Payment Set-up with eFunds for Schools

The following section shows how to set up a
Credit Card payment option

This section provides set up instructions if you choose to use a
Credit Card.

You will need a Credit Card and a Phone to complete the registration.

Online Payment Set-up with eFunds for Schools

Step 4b: SETTING UP CREDIT CARD ACCOUNT PAYMENT OPTION

Credit Card

Terms of Service

Step 1
Step 2
>Step 3<
Step 4
Confirm

Registration for payment by credit card must be authorized through touch-tone telephone.

The registration by phone process is used for added security and the safe guarding of your credit card information. For your protection no credit card payment is processed via this Internet web site.

Do not continue or close your web browser until you have called the following toll-free number: **(800) 438-9926**.

When you call the toll free 800 number the voice will ask you for an ACCESS CODE. Please enter the following number including the # sign: **8001879#**.

- You will also be prompted to enter a PIN number. Please use the following TEMPORARY Authorization PIN number: **8480**

The automated voice system will prompt you through a few questions and will provide you with a Registration confirmation code.

Enter your REGISTRATION CONFIRMATION code here:

DO NOT continue or close your browser until you have entered the Registration Confirmation code in the box above, provided by the touch tone registration system.

[Continue](#)

To make payments with a credit card you must call the 800# on the page and use the access code and pin number that is provided. Once you have completed the phone call you will be given a registration confirmation code to enter on the above screen. Once you have entered the registration confirmation code in the box click **“Continue”**

Online Payment Set-up with eFunds for Schools

Step 4b: **SETTING UP CREDIT CARD** **Phone Registration**

Step 1
Step 2
Step 3
>Step 4<
Confirm

When you call the 1-800# to register for Credit Card payments you will be asked for your **ACCESS CODE** and the 4 digit **AUTHORIZATION PIN CODE**.

When confirmed you will be prompted to enter your:

- Credit Card Number
- Security Code
- Expiration Date

Please note that you will only have to call the 1-800 authorization number for Credit Cards the first time you register a credit card.

Online Payment Set-up with eFunds for Schools

Confirm: **SETTING UP CREDIT CARD** Agreeing to Terms and Privacy Policy

Chicago Public Schools (demo)

[Change Password](#) | [Print](#) | [Logout](#)

<p>Step 1 Step 2 Step 3 Step 4 >Confirm<</p>	<div style="background-color: #4a7ebb; color: white; padding: 5px 20px; display: inline-block;">Confirm</div> <p>By submitting your registration information, you indicate that you agree to the Terms of Service and have read and understand the e-Funds For Schools Privacy Policy. Your submission of this form will constitute your consent to receive required administrative and legal notices such as this electronically.</p> <p>Submit</p>
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To read the **Terms of Service** or the **Privacy Policy** click on the wording when you are on the above screen. Once you have read and agree with them click on submit to proceed to the final step in the registration process.

Online Payment Set-up with eFunds for Schools

Finished: **SETTING UP CREDIT CARD** Registration Confirmation

Chicago Public Schools (demo)

[Change Password](#) | [Print](#) | [Logout](#)

Step 1
Step 2
Step 3
Step 4
Confirm
>Finished<

Registration Complete

You have successfully completed the setup process. Please return to the login screen to access your e-Funds For Schools account.

[Go to Login](#)

You have now completed the registration process for Credit Cards and are ready to make payments.

Thank you!

Please contact the Food and Nutrition Services Department by phone or email with any questions you may have.