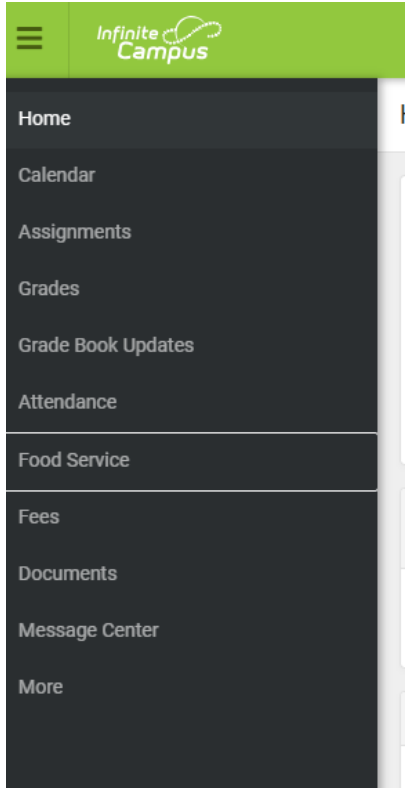
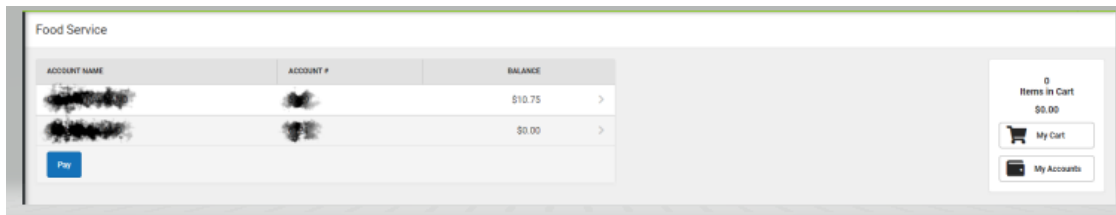


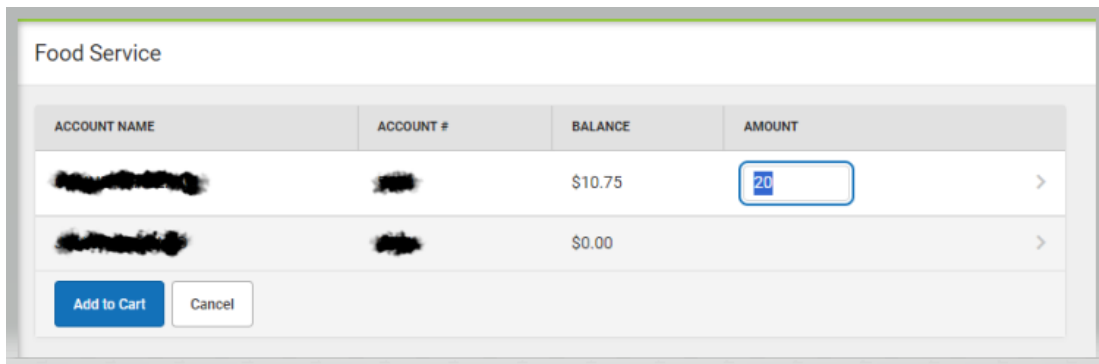
1. Log In to Parent Portal
2. Click "Food Service" from the left side menu



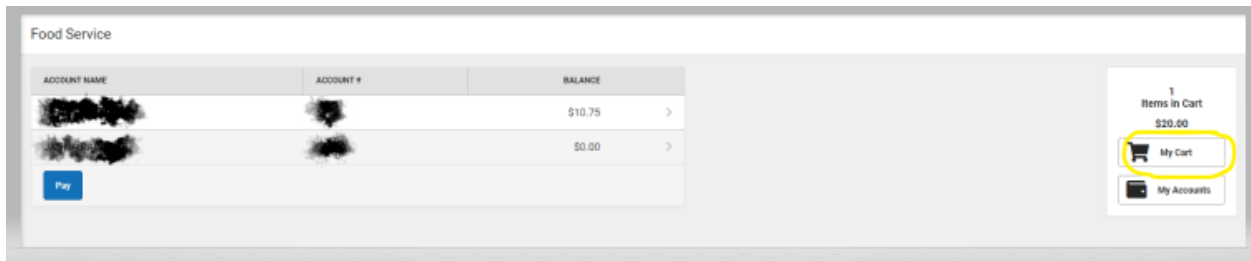
3. To Set up a Single Payment, Click on the BLUE "Pay" button



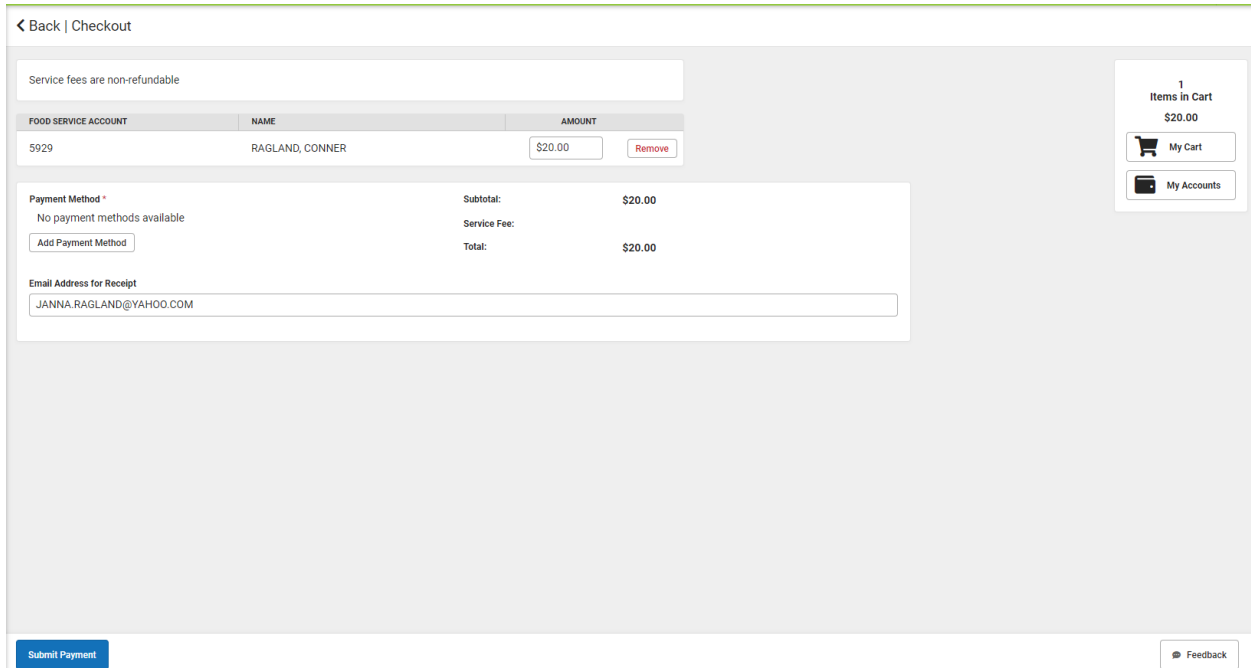
Enter the Amount to Add to the Student's Account and Click "Add to Cart"



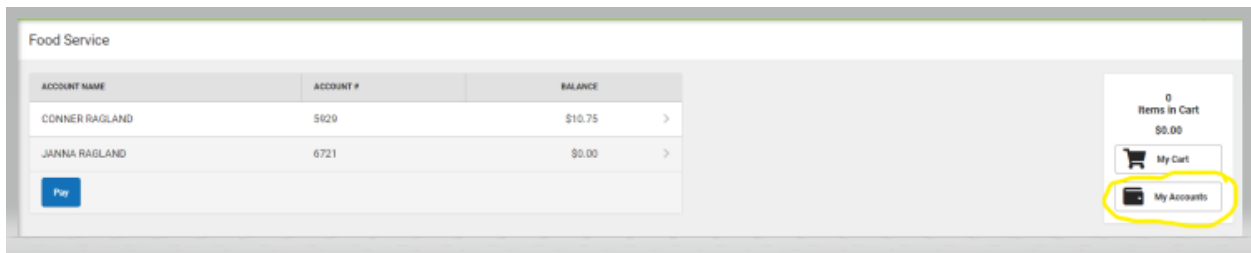
Click "My Cart"



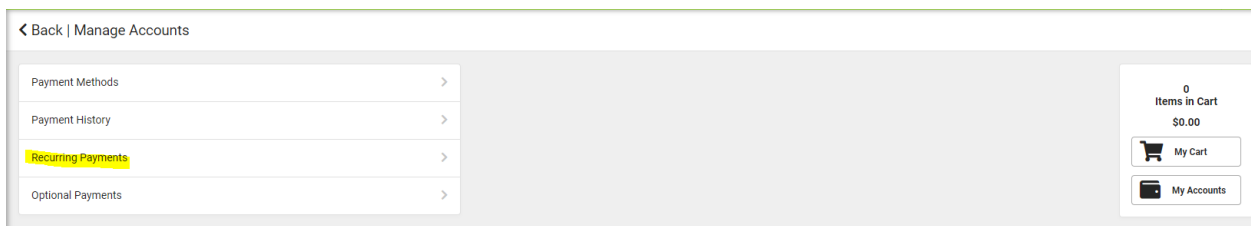
Review Cart, ADD payment Method, Click BLUE “Submit Payment” button




4. To Set Up Recurring Payments, Click on “My Accounts” on the right side



Click on “Recurring Payments”





Click on “Food Service”

← Back | Recurring Payments
CONNER R. RAGLAND 

TYPE	FREQUENCY	AMOUNT
Food Service	-	-

0  
Items in Cart  
\$0.00

 My Cart

 My Accounts



Complete the Recurring Payment Screen and Save

← Back | Recurring Payments
**Recurring Payment**  
Food Service

TYPE	FREQUENCY	AMOUNT
Food Service	-	-

**Frequency**

Weekly  
 Semi-Monthly (1st and 15th of Month)  
 Monthly  
 Low Balance

**Start Date \***  
**End Date \***  

**Payment Amount \***

**Payment Method \***  
 No payment methods available

**Service Fee**   
**Total**

**Email Address for Receipt**

Questions Contact Jenna Ragland, Director of Child Nutrition at 918-923-4265