

INSTRUCTIONS FOR SETTING UP AN ACCOUNT WITH MYLUNCHMONEY.COM

Before setting up your account, you must email Steve Ruiz (struiz@susd.org) and provide your date of birth, it is used in the validation process for credit card payments through MyLunchMoney.com.

- 1) Go to www.mylunchmoney.com
- 2) Click on *Enroll Now* located in the middle of the page.
- 3) Next to *School Name or School zip*, type **Arcadia High** and then click on *Search*.
- 4) Under *SCHOOL SEARCH RESULTS*, you should see Arcadia High Sch; to the right click on *Select*.
- 5) Under *MY ACCOUNT INFO*, please fill out all information. You are responsible for remembering your own password.
- 6) The next part you must add yourself. Disregard where it states *Add a student*, you are really adding yourself. Take time to read the yellow boxes. Make a note to yourself of your Username and Password.
- 7) At the bottom of the page, you must enter your first name, last name, your 7-digit ID# if you do not know it, call Steve at 484-6198 or Christine at 484-6234 , Grade **MUST BE ADULT**, click in box and start typing adult, and finally, your date of birth. Click on Submit. You are done.

Under *My Students* you will see your name and your balance (in green). At first, it will state that you have a zero balance. Within 24hours the account will show the correct amount.

If you want to fund your account with a credit card click on *Payment Info* and fill out the boxes. You can set up automatic payments when your account is low, or you can pay as you go. The automatic payment option has a maximum amount of \$50, and for the pay as you go option, the max is \$100. For every payment you make to your account, there will be a \$1.95 surcharge. If you have any questions or problems, there is a tech support you can contact in case Steve is not available to assist you. The number is 1-800-479-3531 opt#5 or call Steve at 484-6198.