

# DINING PAYMENT HARDING ACADEMY

All new families must register their child before the first day of school.

As a parent, you can have the peace of mind by knowing your child always has lunch money by signing up for an account at [mypaymentsplus.com](http://mypaymentsplus.com). My Payments Plus is a convenient, secure way to make funds available to your child for use in dining services.

## OPEN A NEW DINING PAYMENT ACCOUNT

1. Go to [www.myschoolaccount.com](http://www.myschoolaccount.com).
2. Click “**Create Account**” on the top menu bar.
3. Fill in the required information on the “**Parent Account Sign-Up page**.”
4. Select “**State**”. Then select “**The School**”.
5. Create a parent **User ID** and **Password**.
6. Click the “**Accept**” box, and then click “**Signup**.” An email will be sent to your email address that will contain a “verification code.”

After you receive the “verification code” you may begin to **add your children’s information**.

To do this, **you will:**

1. Go to [www.myschoolaccount.com](http://www.myschoolaccount.com) and login using your previously created user ID and password.
2. Enter the “**verification code**” to verify your account and email address.
3. Begin **adding your children’s information** according to the guidelines provided. You will need each of your children’s student ID number to add each student. **ID numbers were emailed to you**.
4. After the students are added, then you will be able to view the lunch account activity and **make payments** to the student lunch account.

## MAKE A PAYMENT. 2 EASY METHODS

1. **Cash Register.** Cash or check is accepted by the dining services cashier. No convenience fee is associated with payments made at the cash register. Please identify student names on your check.
2. **myschoolaccount.com.** There is a \$2.00 transaction fee for each ACH transaction; or a 4.75% convenience fee for each credit/debit card charge by MySchoolAccount.

**NOTE FOR PAYMENTS: All payments made by midnight Eastern-time (11 pm CST) each night will be posted to each child’s account balance for the following day.** If the payment is made after this time, the funds will not be available for the student to use at check-out until the day after the next day.

3. Set up email reminder for low balances by going to “Manage **My Students**”; Check the box marked “**Send Low Balance Notification**” and “**Save**”.

**Questions:** Direct questions regarding account balances or general service to the Food Service Director at [hardingmemphis@valleyinc.com](mailto:hardingmemphis@valleyinc.com)

For My School Account support, please email [support@myschoolaccount.com](mailto:support@myschoolaccount.com)

