

July 24, 2017

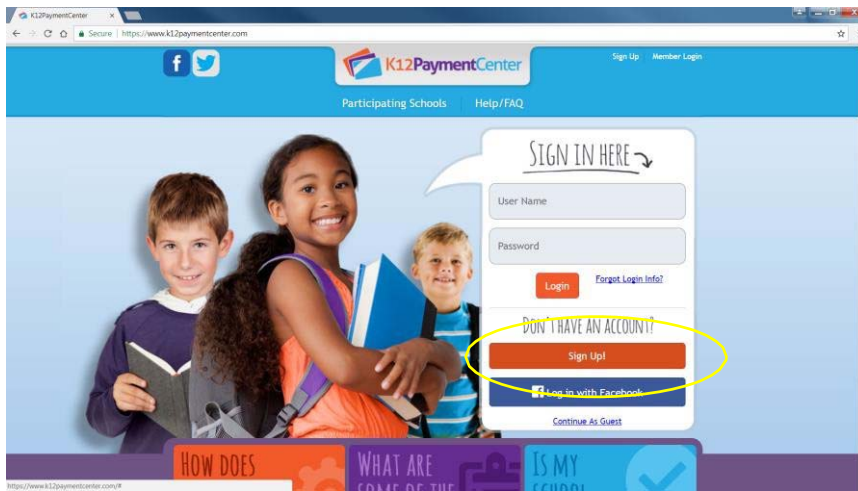
Dear Parents,

Dealing with your children’s school lunch money just got a lot easier! North Palos School District 117 is introducing a new and improved online school meal payment system.

Online Payment Website Facts:

1. Have more than one child in the district? You can deposit money into multiple accounts with just one payment!
2. You get quick and easy access to your child's account 24 hours a day, seven days a week
3. The ability to:
 - see 120 calendar days of purchases and payments
 - Check your child’s meal account balance
 - Get low balance alerts by e-mail and text
4. Setup monthly or weekly recurring payments
5. Peace of mind, knowing exactly what your money is being spent on

Go to www.K12PaymentCenter.com and click “Sign Up” to create an account. A link can also be found on the District website, www.NPD117.net, under the Parents and Students tab, in the Food Services section.



Select North Palos School District 117 from the drop-down lists of school districts and fill in your information. Follow the account set-up directions on the next page.

Once you have created an account, follow the steps below and view the supporting diagram.

STEP 1: Add students to your account by clicking on “**Manage Students**”.

- o Note that you will need your child’s “**Student Number**”: (Provided by Email)
- o You will receive one email for each of your children attending a North Palos School District 117 school

STEP 2: Add money to the account

- o Click on “**Meal Payment**”
- o Enter the amount that you wish to add, click “**add to cart**”
- o Click on the **cart at the top right** of the screen to check-out and make the payment by entering your credit card information

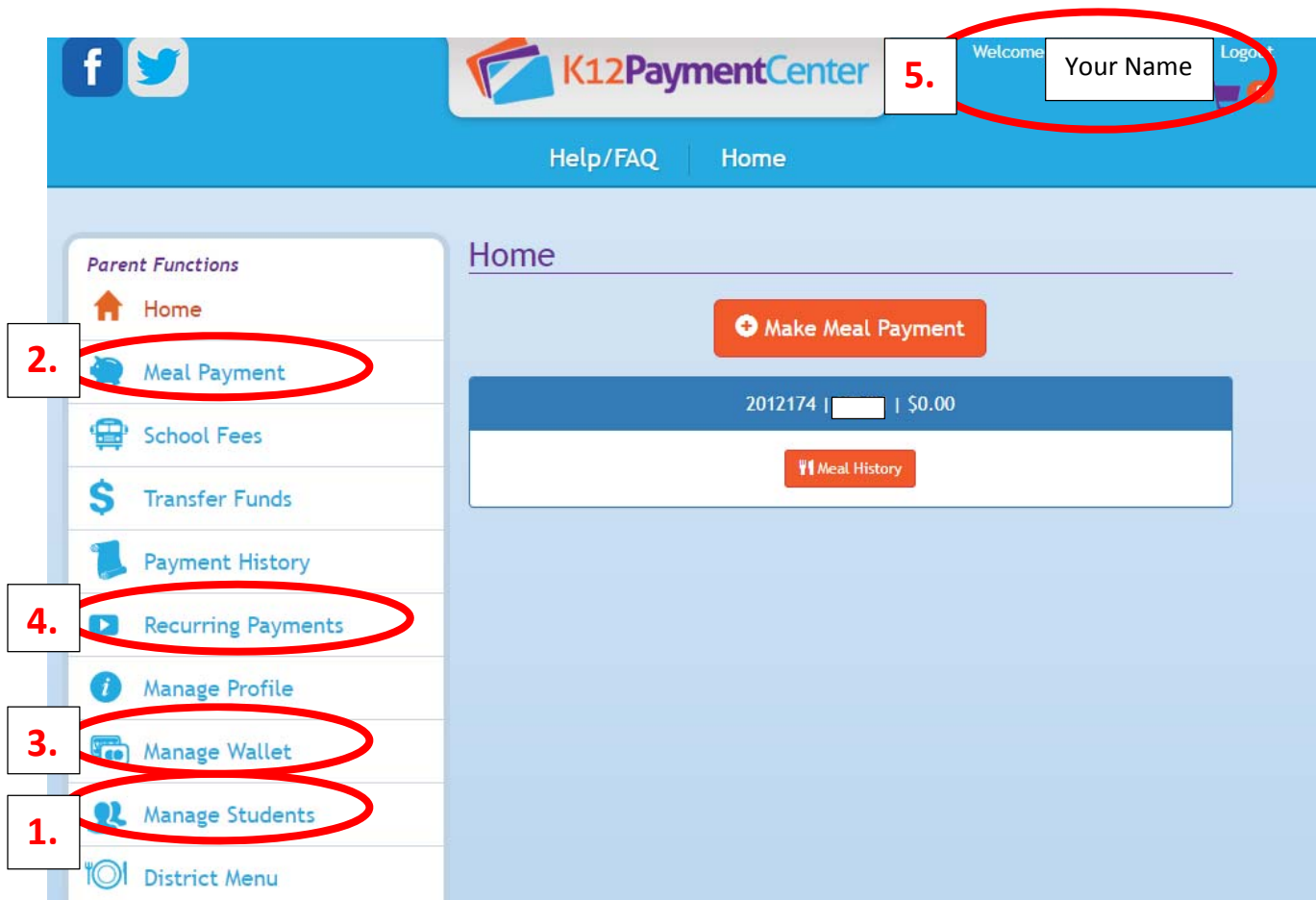
If you would like to set-up **recurring payments** (not required):

STEP 3: Click on “**Manage Wallet**” to add the credit card information that you wish to use for the recurring payment

STEP 4: Click on “**Recurring Payments**” to set the dollar amount and designate which account the funds should be applied to

If you would like to set-up **low balance alerts** (not required):

STEP 5: Click on your name at the top right of the screen to personalize your account set-up



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