



ALIVESCHOOL CAFETERIA SERVICES

updated 2021-22



**good,
nutritious food
that tastes great**



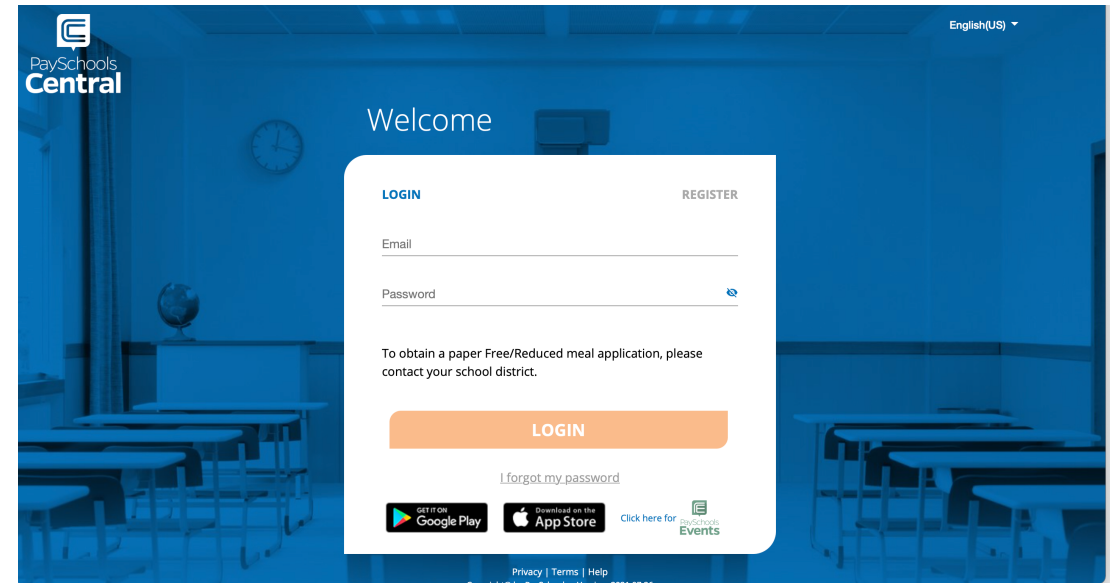
**Ysa de Jesus
Maria Elena
Rodriguez**

STEP #4

PRE-ORDER LUNCH MENU

Log into:

WWW.PAYSCHOOLSCENTRAL.COM



The screenshot shows the PaySchools Central login page. The background is a blue-tinted image of a classroom. In the top left corner is the PaySchools Central logo. In the top right corner is a language dropdown menu set to 'English(US)'. The main heading is 'Welcome'. Below it is a login form with fields for 'Email' and 'Password'. To the right of the password field is a small eye icon. Below the password field is a link that says 'I forgot my password'. Below the login form is an orange 'LOGIN' button. Below the button are links for 'GET IT ON Google Play', 'Download on the App Store', and 'Click here for PaySchools Events'. At the bottom of the page are links for 'Privacy | Terms | Help'.

PaySchools Central

English(US)

Welcome

LOGIN REGISTER

Email

Password

To obtain a paper Free/Reduced meal application, please contact your school district.


LOGIN

I forgot my password


GET IT ON Google Play Download on the App Store Click here for PaySchools Events


Privacy | Terms | Help


PRE-ORDER LUNCH

English(US)  \$0.00




Dashboard

 All Students

 Ysa de Jesus


 Jane is Staff

Meal

Name	Balance	Action
Ysa de Jesus	\$31.61	
Jane is Staff Test	\$10.02	
Peter Highschooler	\$0.00	

Privacy | Terms | Help

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Dashboard

Notifications

- Messages
- Notifications

Account

- Your Profile
- Secure Account
- Your Students
- Payment Methods
- Auto Replenishment
- Digital ID
- Pre-Order Meals

History

- Payment History
- Reports

School District

- Free/Reduced Meal Application
- Share Benefits with other Departments
- View Completed Application
- School Events


Information

- Help
- Privacy
- Terms and Conditions


Check the balance in the students/staff account for enough funds to cover the desired lunch orders


Add funds/make deposits if necessary. Go to Step #3 for more info.


PRE-ORDER LUNCH

English(US)  0 \$0.00




Dashboard

 All Students

 Ysa de Jesus


 Jane is Staff

Meal

Name	Balance	Action
Ysa de Jesus	\$100.00	
Jane is Staff Test	\$100.00	
Peter Highschooler	\$100.00	

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Dashboard

Notifications

- Messages
- Notifications

Account

- Your Profile
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- Your Students
- Payment Methods
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- Digital ID
- Pre-Order Meals**

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School District

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Information

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Click PRE-ORDER MEALS & wait to be re-directed to the menu screen



PRE-ORDER LUNCH

You can choose between monthly or weekly view

Use the arrows to go from one week to another

Week

Month

[Print Menus in Cart](#)

[Print Purchased Menus](#)

Week of July 26, 2021

Ysa de Jesus

School

Peter Highschooler

School

Jane is Staff Test

School

Mon, Jul 26	Tue, Jul 27	Wed, Jul 28	Thu, Jul 29	Fri, Jul 30
No Meal Scheduled	No Meal Scheduled	No Meal Scheduled	No Meal Scheduled	No Meal Scheduled
No Meal Scheduled	No Meal Scheduled	No Meal Scheduled	No Meal Scheduled	No Meal Scheduled
No Meal Scheduled	No Meal Scheduled	No Meal Scheduled	No Meal Scheduled	No Meal Scheduled

PRE-ORDER LUNCH

Peter Highschooler
School

Daily choices appear vertically
under each day

Click on **Meal Details** for more
information about an item.

Chicken Strip Lunch Meal Details Add to Cart	Baked Chicken Tenders Lunch Meal Details Add to Cart	Chicken Breast (diced) Lunch Meal Details Add to Cart	Pepper Steak Lunch Meal Details Add to Cart	Arroz con Pollo Meal Details Add to Cart
Pasta Bowl Meal Details Add to Cart	Pasta Pesto Bowl (nut-free) Meal Details Add to Cart	Mac & Cheese Bowl Meal Details Add to Cart	Spaghetti Pasta Bowl Meal Details Add to Cart	Cheese Pizza & Brownie Meal Details Add to Cart
Brioche Ham & Cheese Sandwich Meal Details Add to Cart	Pan con Bistec Angus Meal Details Add to Cart	Ham & Brie Sandwich Meal Details Add to Cart	Pan con Bistec Angus Meal Details Add to Cart	Three Cheese Quesadilla Meal Details Add to Cart
Brioche Grilled Cheese Meal Details Add to Cart	Chicken Pesto Wrap Meal Details Add to Cart	Chicken Pesto Wrap Meal Details Add to Cart	Chicken Pesto Wrap Meal Details Add to Cart	Chicken Pesto Wrap Meal Details Add to Cart
Garden Salad Meal Details Add to Cart	Hummus Wrap Meal Details Add to Cart	Veggie Burger Meal Details Add to Cart	Garden Salad Meal Details Add to Cart	Garden Salad Meal Details Add to Cart

Pan con Bistec Angus
Pan con Bistec Angus with shoestring potatoes. Pan con Bistec Angus. Price: PPK to 5th grade - \$4.95 plus tax Price: 6th to 12th - \$5.50 plus tax
\$0.00
Add to Cart

View Cart

PRE-ORDER LUNCH

Make your selection(s) by clicking

ADD TO CART

Baked Chicken Tenders Lunch

Meal Details

Add to Cart

Pasta Pesto Bowl (nut-free)

Meal Details

Add to Cart

Pan con Bistec Angus

Meal Details

Add to Cart

Chicken Pesto Wrap

Meal Details

Add to Cart

Hummus Wrap

Meal Details

Add to Cart

Button turns red

Pan con Bistec Angus

Meal Details

Remove from Cart

You may choose multiple items

Pasta Pesto Bowl (nut-free)

Meal Details

Remove from Cart

Pan con Bistec Angus

Meal Details

Remove from Cart

PRE-ORDER LUNCH

Meals | My Account | My Orders | Documents | Help | Contact | Back to PaySchool Central

Checkout

Click CHECKOUT.

This will begin a multi-step process until completion.

Week of January 18, 2021

Go To Current Week >

Tue, Jan 19

Pasta Bowl

Meal Details

Remove from Cart

Chicken Strip Lunch

Meal Details

Add to Cart

Wed, Jan 20

Pasta Bowl

Meal Details

Add to Cart

Baked Chicken Tenders Lunch

Meal Details

Add to Cart

Thu, Jan 21

Beef Bolognese and garlic bread

Meal Details

Add to Cart

Pasta Bowl

Meal Details

Add to Cart

Fri, Jan 22

Burger & Fries

Meal Details

Add to Cart

Cheese Pizza & Brownie

Meal Details

Add to Cart

It will take you to another screen so you can review the order. (see below)

Welcome Ysa de Jesus (Baldwin School)

Peter Baldwin School

Date	Description	Price	Delete
Tuesday August 17	Pan con Bistec Angus,	0.00	✕
Tuesday August 17	Pasta Pesto Bowl (nut-free),	0.00	✕
Subtotal: \$0.00			

Order Total: \$0.00

Empty Cart Place Order

Continue Shopping

PRE-ORDER LUNCH

Welcome Ysa de Jesus (Baldwin School)

Peter Baldwin School

Date	Description	Price	Delete
Tuesday August 17	Pan con Bistec Angus,	0.00	×
Tuesday August 17	Pasta Pesto Bowl (nut-free),	0.00	×
		Subtotal: \$0.00	

Order Total: \$0.00

Empty Cart

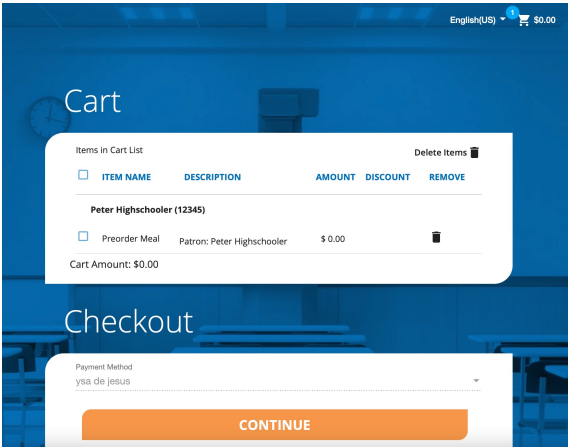
Place Order

[Continue Shopping](#)

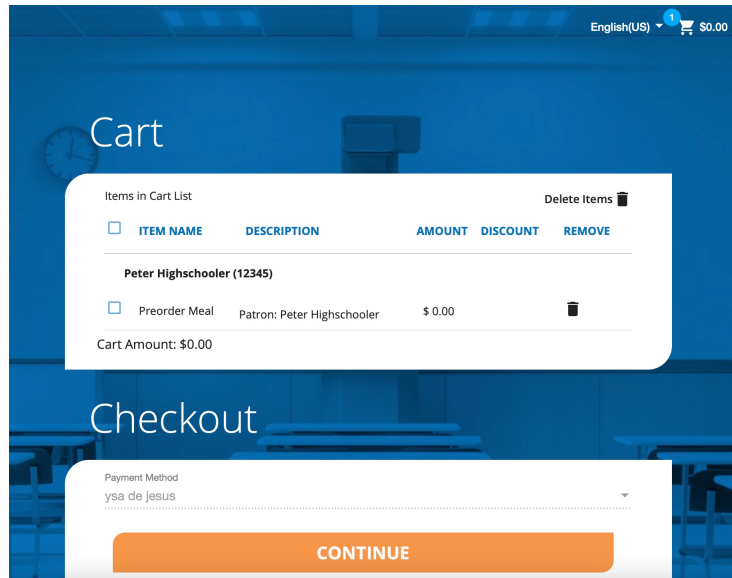
Click on **Place Order**

WARNING! This is not the end of the multi-step process

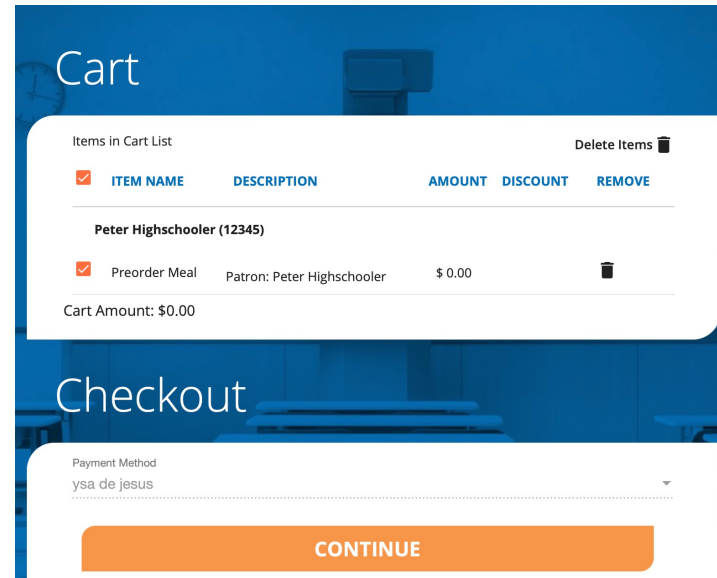
Please wait for the system to take you back to PAYSCHOOLSCENTRAL to finalize the transaction (see below)



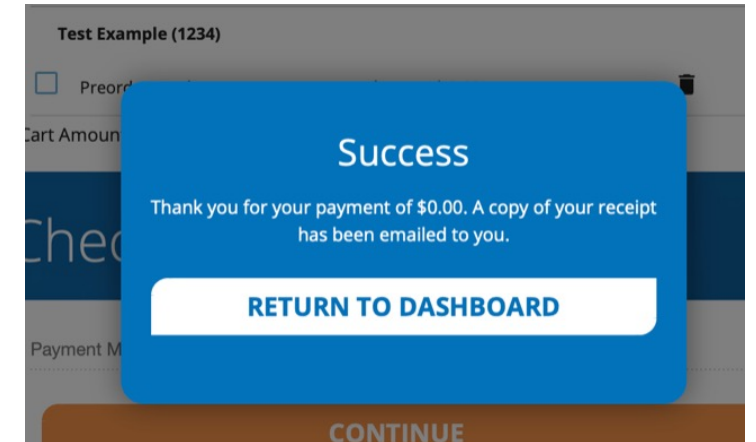
PRE-ORDER LUNCH



Check the box next to Preorder Meal



Click CONTINUE

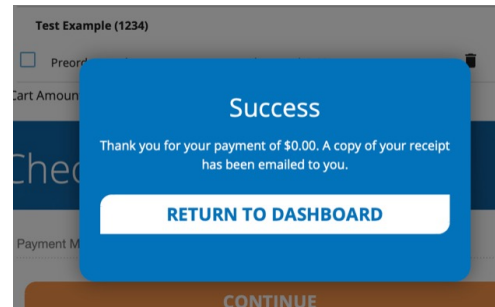


A message of Success will appear when the transaction is completed

PRE-ORDER LUNCH: successful lunch orders

HOW CAN I MAKE SURE THAT ALIVESCHOOL HAS GOTTEN MY SELECTIONS?

1. Make sure your items are **ADDED TO CART**, click on **PLACE ORDER** which will take you back to Payschools Central & **CHECK OUT IN PAYSCHOOLS CENTRAL**. A message showing **SUCCESS** must appears in your screen for your order to be completed.



2. When you go back to the week's menu - the menu selected indicates that it has been **PURCHASED**



PRE-ORDER LUNCH CONFIRMATIONS

VIA EMAIL

noreply@payschools.com

Transaction processed for [REDACTED]

To: aliveschoolpr@gmail.com

InfoXXXXXXXXXXXXXXXXXXXX

N



PaySchools here with a quick update Ysa de Jesus,

[REDACTED] Transaction # 36855 - Subtotal: \$0.00 - Transaction Fee: \$0.00 - Convenience Fee: \$0.00 - Total: \$0.00

[REDACTED] - Patron Account QuikLunch Account (Preorder) - Amount: \$0.00

Thank you for making payment for Preorder Meals, the funds have been credited to your student's meal account and will be used as those items are sold. Please ensure that funds will be available at the time of the sale if your student may purchase additional items from the cafeteria.

You can manage your account in several ways:

- Set up Notifications using the menu and choosing notifications and set balance level and turn on the notification. You will get an email when the balance falls below the balance level.
- Set up Auto-Replenishment with a balance level, amount to add, when payments should stop, and the payment method. This is a valuable tool to automatically ensure your student always has funds available.

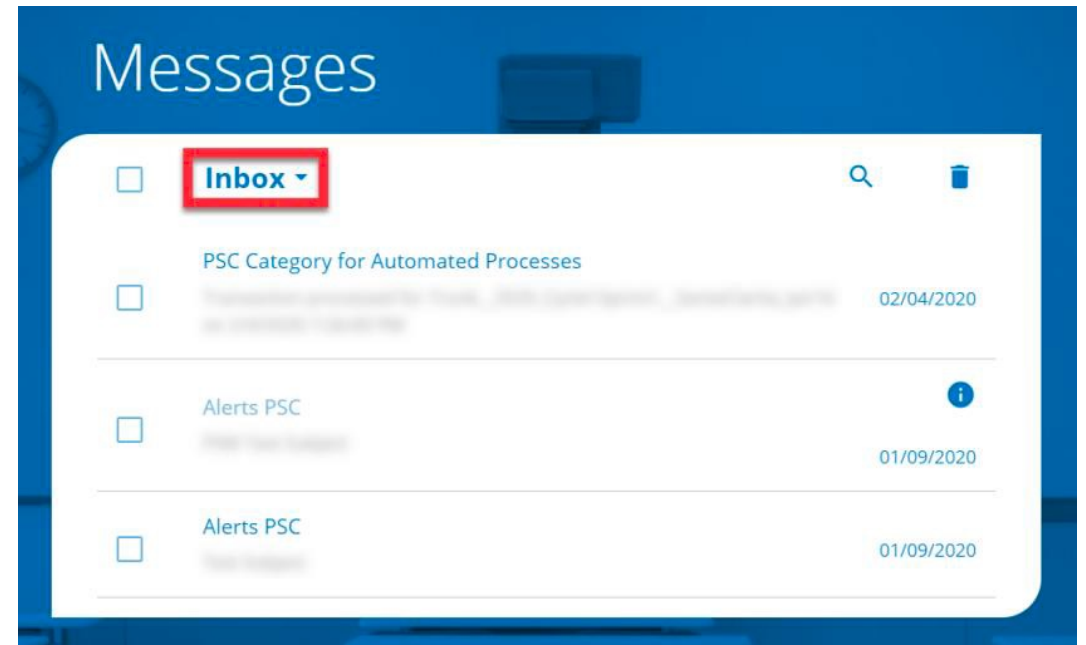
PaySchools supports schools and families. We appreciate the trust you place in us.

The PaySchools Team

Phone Support: 1-877-393-6628 Monday – Friday 8:30am to 7:30pm EST

Email Support: psc_help@payschools.com

IN MESSAGES INBOX



PRE-ORDER LUNCH: deadlines

To better visualize how the deadline to choose the menu works we are enclosing this chart below.

DAY YOU WANT LUNCH	DEADLINE TO CHOOSE
Monday	Saturday 12:00 noon
Tuesday	Sunday 12:00 noon
Wednesday	Monday 12:00 noon
Thursday	Tuesday 12:00 noon
Friday	Wednesday 12:00 noon

Days become unavailable as the 2-day deadline passes

FREQUENTLY ASKED QUESTIONS

What is the deadline to cancel lunch?

- Cancellations and full refunds will be provided to those that (1) email us no later than 9:00am of the day in question. PHONE CANCELLATIONS will NOT be acceptable. Emails should be directed to either alive@sjsspr.org or alive@baldwin-school.org (depending on your school)

I placed the pre-order lunch menu but they show a cost "0.0"

- All items will show a total cost of "0.0" because the Payschool Central app has to go through another update "push" for integration (IT talk for – Payschools Central needs to finish fixing some things 😊). You will see the amounts debited from the account during the week.

What happens if there are insufficient funds in the account?

- Sufficient funds must be provided to cover all menu orders. Insufficient funds to cover the orders may result in an incomplete transaction. Please take advantage of the auto-replenish option

If everything is showing a "0" in the items to be purchased, how will it recognize the insufficient funds?

- Until the programmers can fix this, even though the transaction may appear to have gone through, if there are insufficient funds to cover it, you will get an email notifying the need to make a deposit for the lunch order to be completed.
- Also, please take advantage of the NOTIFICATIONS tool in PSC to set low balance emails as well as AUTO-REPLENISHMENT options for easy of account management. For more information access the Step-by-step manual on HOW TO REGISTER FOR CONTACTLESS PAYMENTS

What happens if I miss the deadline?

- If you miss the deadline for Monday for example, you can still choose for the rest of the week. Available days will appear active. Unavailable days will appear grayed out. Check back to the scheduled included for a visual representation of the deadlines. m



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Visit us:
www.aliveschoolpr.com



Ask us anything:

alive@sjspr.org

alive@baldwin-school.org