



6 feet



**ALIVESCHOOL  
CAFETERIA  
SERVICES**

**2021-22**



**good,  
nutritious food  
that tastes great**

**aliveschool™**

**Ysa de Jesus  
Maria Elena  
Rodriguez**

# STEP #3

## ADDING FUNDS TO THE ACCOUNT:

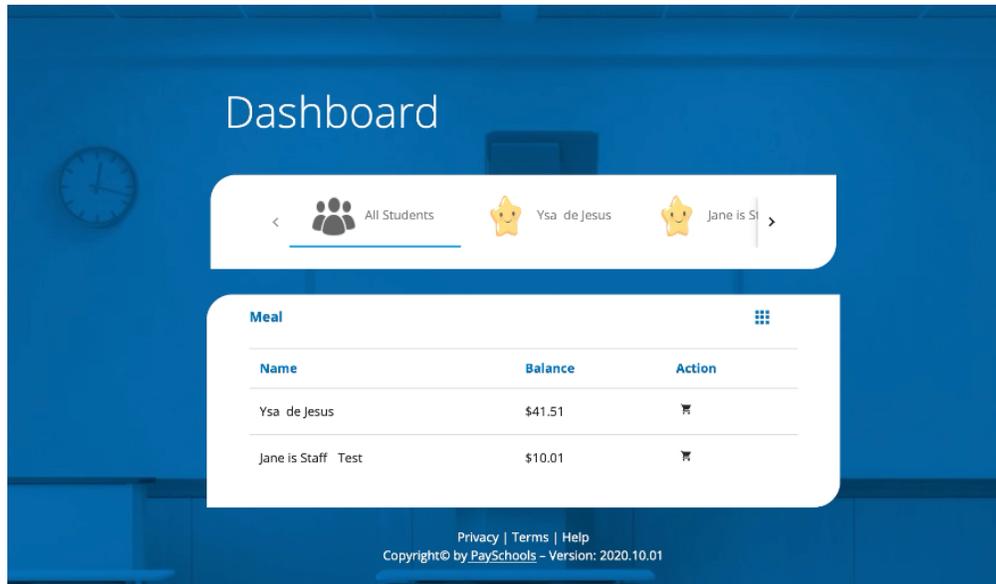
## MAKING DEPOSITS



### "FUNDS" FACTS: MUST HAVE INFO

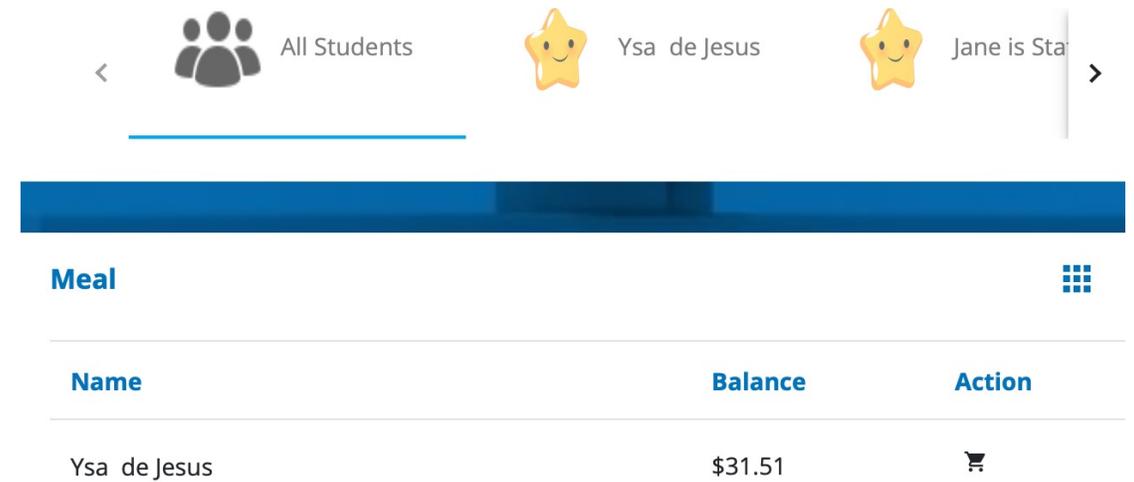
1. If you haven't added a method of payment during the set up, you can add it during this phase.
2. How do I know if there are funds in the account?
  - a. check under "Balance" If it shows, 0.0 = there are no available funds & a deposit must be made
3. Does each student and/or staff need to have money in their account, or can you take out from the sibling?
  - a. Yes. Each student/staff needs to have an account as well as money assigned to him/her
4. Is there an even more convenient way to add future funds?
  - a. Yes, Auto-replenishment option. Information included here.
  - b. You must first make a manual/initial deposit and then program Auto-replenishment

## ADDING FUNDS: MAKING DEPOSIT



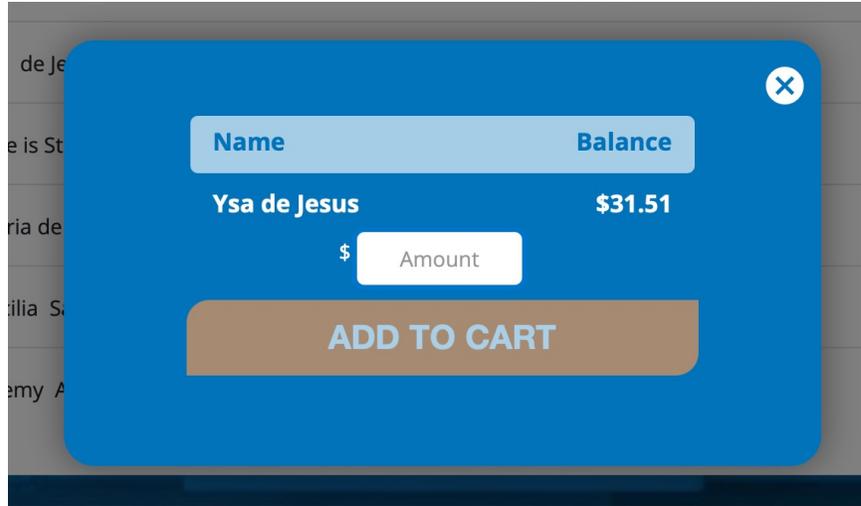
Log into the account.

You will be directed to the  
**DASHBOARD**

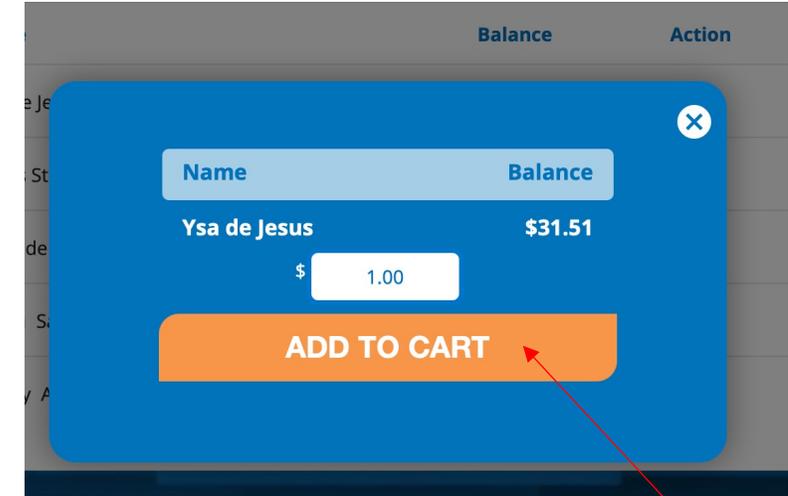


Click on the black "cart" icon next  
to the student's name.

## ADDING FUNDS: MAKING DEPOSIT



A blue window will appear with the name of the student and the current balance.



Enter the desired amount to be deposited.

The orange button will become activated.

Click ADD TO CART

## ADDING FUNDS: MAKING DEPOSIT

Dashboard

All Students Ysa de Jesus Jane is Sta

**Meal**

Name	Balance	Action
Ysa de Jesus	\$31.51	🛒
Jane is Staff Test	\$10.02 In-Cart \$ 5.00	✎

You will notice the amount you entered under balance. Is there for you to review and make sure the amount is desired amount.

If it is not, click on the pencil and edit the amount

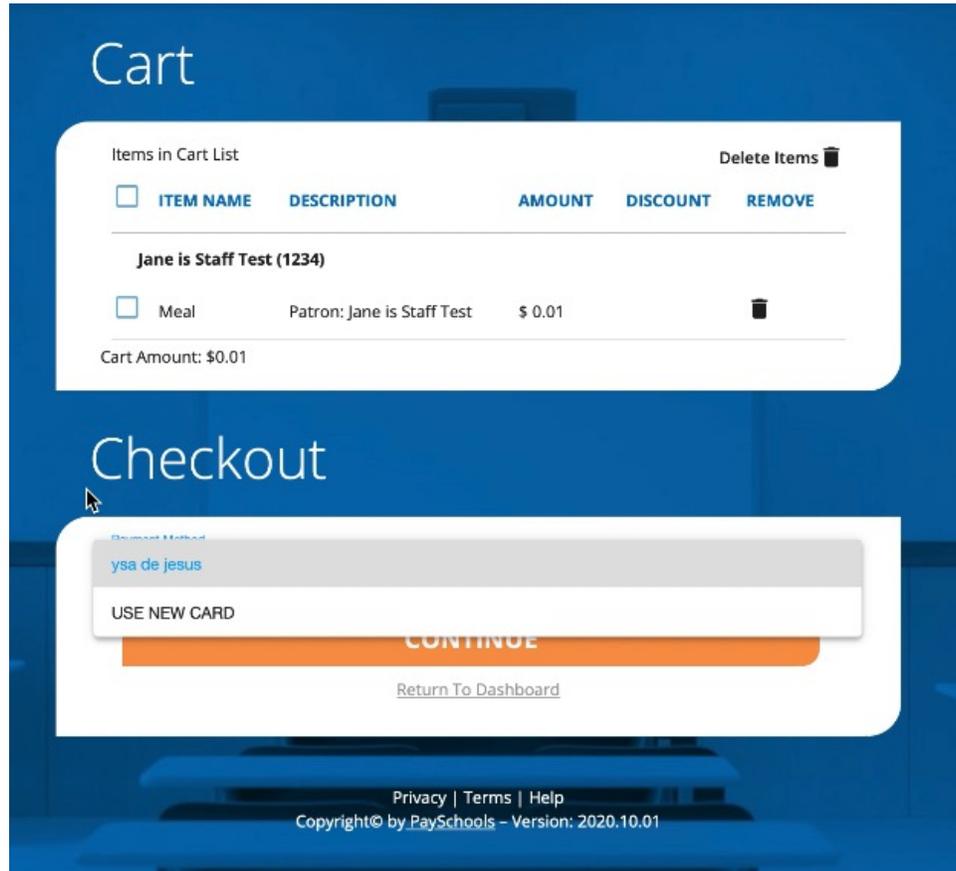
English(US) 1 🛒 \$5.00

Ysa de Jesus Jane is Sta

Balance	Action
\$31.51	🛒
\$10.02 In-Cart \$ 5.00	✎

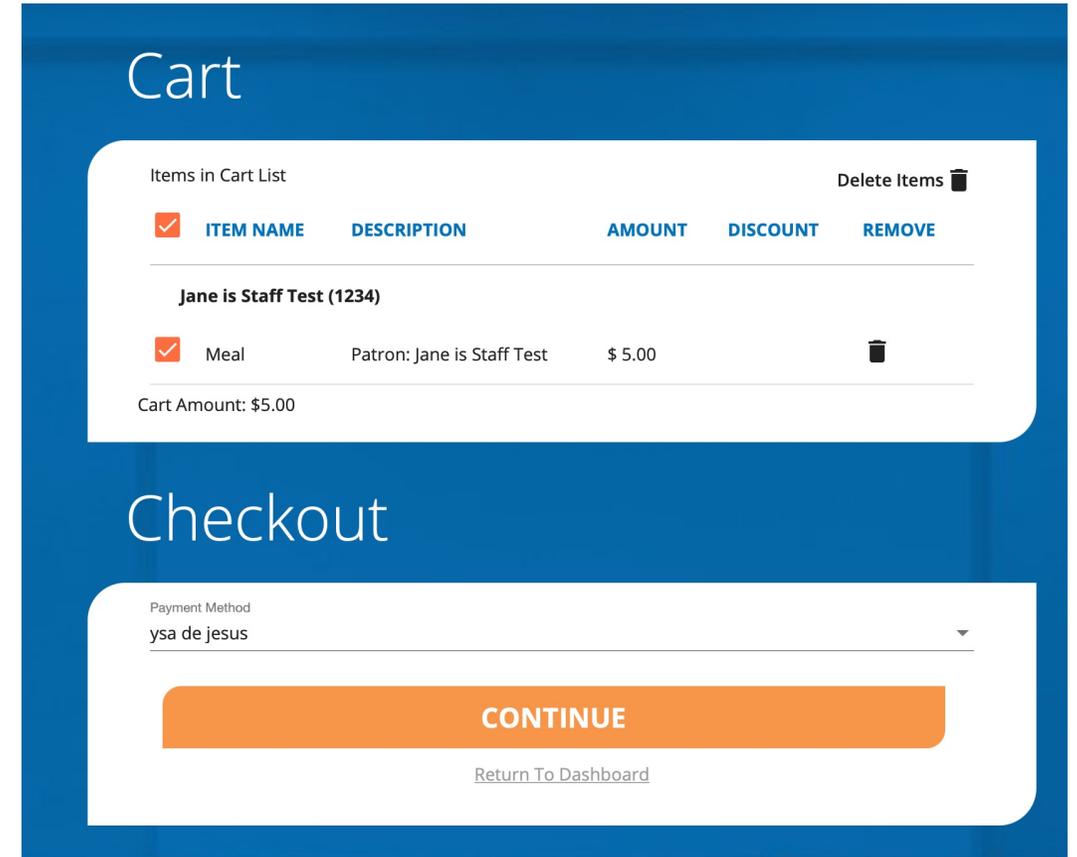
Click on the white cart situated on the upper right corner of the page

# MAKE DEPOSITS



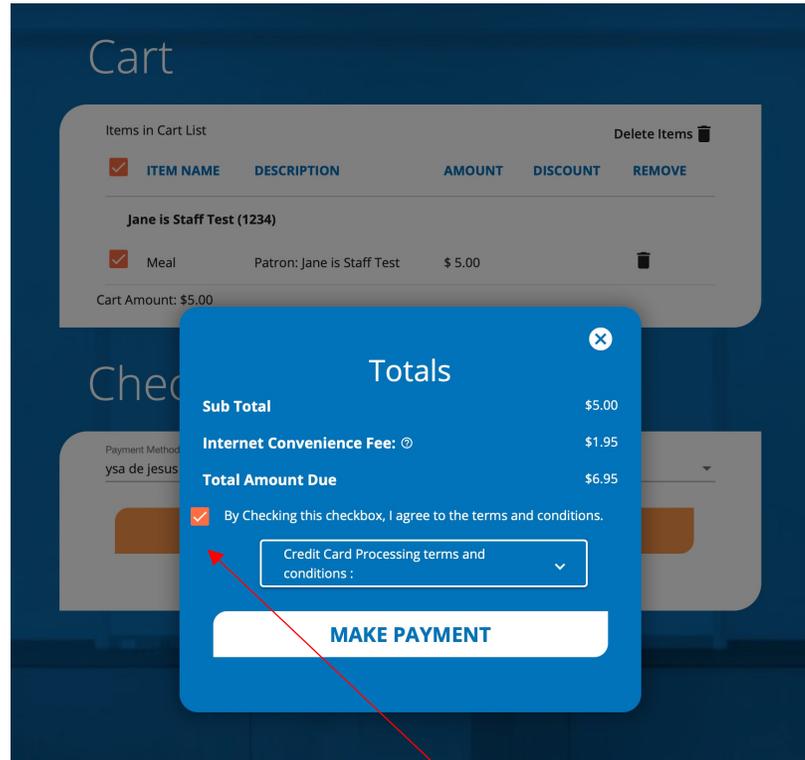
If you have added a method of payment, you may use that.

If you want to add or use another method, proceed adding



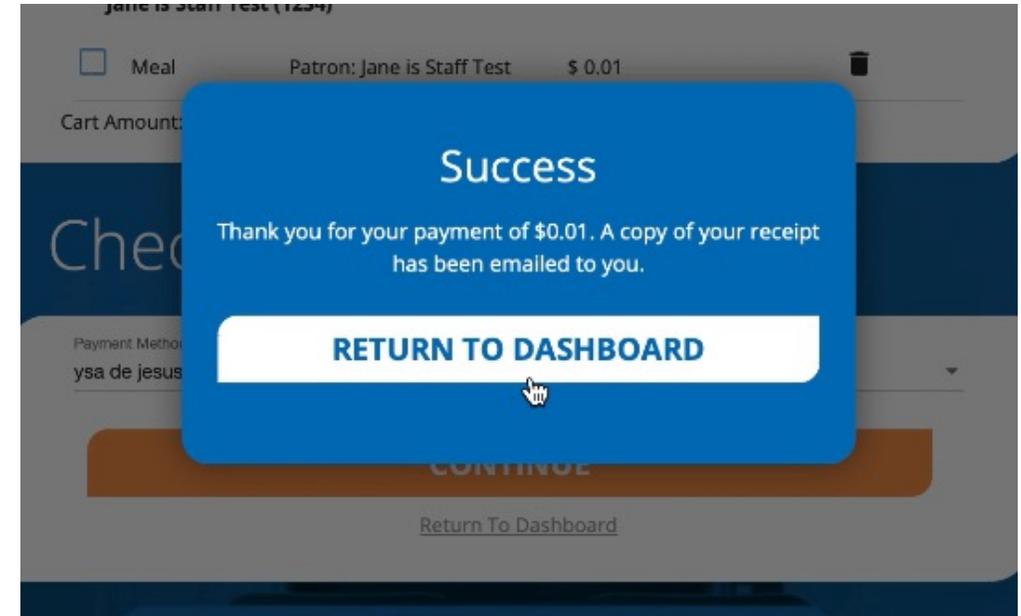
Check the box next to "Meal" and click CONTINUE under Checkout

# MAKE DEPOSITS



Check the "terms and agreement" box in the window that summarizes the transaction and fees.

And then click on **MAKE PAYMENT**



A message of **SUCCESS** appears when the deposit has gone through

MAKE IT EASY



# AUTO- REPLENISHMENT

## WHAT IS AUTO- REPLENISHMENT?

it is a feature that you can program in Payschools Central so that when the account reaches a certain balance, it automatically transfers more money (replenishes) into the account. Never run out money.

# AUTO-REPLENISHMENT – NEVER RUN OUT MONEY

EXAMPLE	
The lunch account has a beginning balance of	\$75.00
Your purchased meals totaled	\$33.00
After the purchases, the balance is	\$42.00
Auto-replenish activates when account hits a balance below (a balance level below)	\$20.00
Auto-replenish amount (amount to add to account)	+ \$30.00
<b>New balance in lunch account after auto-replenish</b>	<b>\$42.00</b>



**IMPORTANT: BEFORE programming AUTO-REPLENISHMENT**

The Auto-replenishment will not work on an account that has less money than the amount set in the balance level.

Using the example above:  
The account must have more than \$21.00 for the auto-replenishment to work.

# AUTO-REPLENISHMENT – NEVER RUN OUT MONEY

The screenshot shows the PaySchools dashboard interface. At the top right, there is a language selector set to 'English(US)', a shopping cart icon with a '0' notification, and a user profile icon. The main header area contains the word 'Dashboard' and a navigation bar with three items: 'All Students', 'Test Example', and a masked user profile. Below this is a 'Meal' section with a table showing a balance of \$7.00 and an 'Action' button with a shopping cart icon. A sidebar menu on the right lists various options, with 'Auto Replenishment' highlighted in orange. A blue arrow points from the text on the right to this menu item. At the bottom of the dashboard, there are links for 'Privacy | Terms | Help' and a copyright notice: 'Copyright© by PaySchools – Version: 2021.02.17'.

English(US) 0

## Dashboard

All Students Test Example

Meal	Action
Balance	
\$7.00	

Auto Replenishment

Privacy | Terms | Help  
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To set up auto-replenish:  
Click the Auto-  
Replenishment option in  
the Menu.

# AUTO-REPLENISHMENT - NEVER RUN OUT MONEY

Auto Replenishment

All Students

Meal Account

Account Balance\* \$999.75

Balance Level\* \$20

Amount to Add\* \$10

Stop Payments After\* 3/19/2020

Payment Method\*

SAVE

The "account balance" = is the amount in account at the time you set this up. It cannot be "0.0" or a negative balance.

**Auto-replenish WONT WORK on accounts that do not have enough funds.**

Auto Replenishment

All Students

Meal Account

Account Balance\* \$999.75

Balance Level\* \$20

Amount to Add\* \$10

Stop Payments After\* 3/19/2020

Payment Method\*

SAVE

"Balance Level"= amount in the account that activates the transfer of funds.

We suggest \$20.

So, when the account hits below \$20 the auto replenish will activate

Auto Replenishment

All Students

Meal Account

Account Balance\* \$999.75

Balance Level\* \$20

Amount to Add\* \$10

Stop Payments After\* 3/19/2020

Payment Method\*

SAVE

"Amount to Add"= amount that will be transferred into the account once it hits the "balance level" set before

We suggest no less than \$30.00 or 40.00

Click **SAVE**

# AUTO-REPLENISHMENT - NEVER RUN OUT MONEY

**Terms and Conditions**

1- I authorize CP-DBS, LLC dba PaySchools to charge my credit/debit card or debit my checking/savings account as indicated above. I understand that I can change or revoke this at any time by updating your Auto-Replenishment settings on the PayschoolsCentral.com site. You can opt-out but unchecking the Active box and/or setting the expiration date.

2- If I select my checking/savings account for funds transfer, I agree to pay a return fee of up to \$30.00 if my ACH transfer is returned unpaid. CP-DBS, LLC may represent my transfer up to two more times. I authorize CP-DBS, LLC to make a one-time electronic fund transfer from my account to collect the \$30.00 fee. If my electronic transfer remains unpaid, my debt will be turned over to a collection company or a check recovery company that may charge me a processing fee, as permitted by law. Any information I provide while registering for PayschoolsCentral.com can be used in this process.

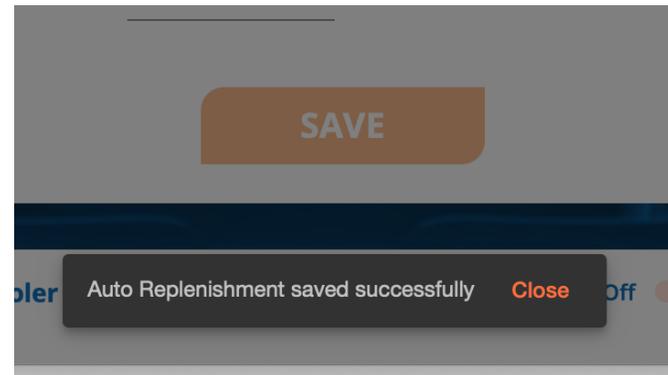
3- By registering my account for credit/debit card or checking/savings account transfers, I acknowledge that I am an authorized signer of this account.

By checking this box, I agree to the following Auto-Replenishment Terms and Conditions.

**SAVE**

Check the "Terms and Condition box"

Click **SAVE**



A confirmation message below will appear.

Click **Close**

**Ysa de Jesus** Turn Off  Status

Account Balance\* \$31.61 Balance Level\* \$30

Amount to Add\* \$100 Stop Payments After\* 12/20/2021

Payment Method\* ysa de jesus

**SAVE**

Note: You will be charged an Internet Convenience Fee of \$3.90

**Jane is Staff Test**

Account Balance\* \$10.02 Balance Level\* \$ 40.00

Amount to Add\* \$ 100.00 Stop Payments After\*

Payment Method\* ysa de jesus

**SAVE**

Peter Highschooler

Repeat for all students/staff in the account.

Programing auto-replenish for one students does not activate it for all.

# AUTO-REPLENISHMENT - NEVER RUN OUT MONEY

**Ysa de Jesus** Turn Off  Status ✕

Account Balance\* \$31.61 Balance Level\* \$30

Amount to Add\* \$100 Stop Payments After\* 12/20/2021

Payment Method\* ysa de jesus

**SAVE**

Note: You will be charged an Internet Convenience Fee of \$3.90

An orange toggle will appear, which indicates auto-replenishment is ON.

To turn-off auto-replenish – move the orange toggle to the left. A message of confirmation will appear

**Ysa de Jesus** Turn Off  Status ✕

Account Balance\* \$31.61 Balance Level\* \$30

Amount to Add\* \$100 Stop Payments After\* 12/20/2021

Payment Method\* ysa de jesus

**SAVE**

Note: You will be charged an Internet Convenience Fee of \$3.90

Status ✕ indicates the auto-replenishment is ON but auto-replenish has not been triggered.

Status ● indicates the balance level is ON and the auto-replenish has been met and your account will be replenished that day.

## DEPOSITS: WHAT TO CONSIDER

1. How much does lunch cost? You will find the price for a specific item in the meal description. Staff lunch is 4.25 plus 7% tax. This applies to salads, wraps or daily lunch unless otherwise specified. Student prices start at \$3.95 plus 7% tax to 5.65 plus 7% tax. This may depend on item and/or grade or student. Premium items may increase the price. Desserts or drinks are not included.
2. Sufficient funds must be available in the account for the orders to be processed. Even if the transaction appears to go through, it will be held pending sufficient payment.
3. ICF (Internet Convenient Fees) Payschool will charge for the deposit transaction
  - a) \$1.95 for deposits totaling
    - i. \$50.00 or less
    - ii. deposits using ACH (bank account) regardless of the amount
  - b) 3.90% of the amount deposited
    - i. if using a credit card and is more than \$50.00

### EXAMPLES:

Your deposit(s) total 50.00 or less

- $50.00 + 1.95 = \$51.95$  regardless of whether you use a CC or Bank account

Your deposits total 200.00

- if you are using ACH the fee will be \$1.95 = \$201.95
- If are using a credit card - fee is 7.80 = \$207.80

**NOTE:** total deposit = \$100 for one child and \$100 for another child or staff in the same transaction is 200.00 total





## NEXT STEP: PRE-ORDER LUNCH

FOR MORE INFORMATION:

GO TO:

[www.aliveschoolpr.com/lunch-step-by-step](http://www.aliveschoolpr.com/lunch-step-by-step)

or CONTACT US:

For Baldwin School [alive@baldwin-school.org](mailto:alive@baldwin-school.org)

For Saint John's School [alive@sjspr.org](mailto:alive@sjspr.org)