



**ALIVESCHOOL  
CAFETERIA  
SERVICES**

**2021-22**



**good,  
nutritious food  
that tastes great**



**Ysa de Jesus  
Maria Elena  
Rodriguez**

# STEP #3

## ADDING FUNDS TO THE ACCOUNT:

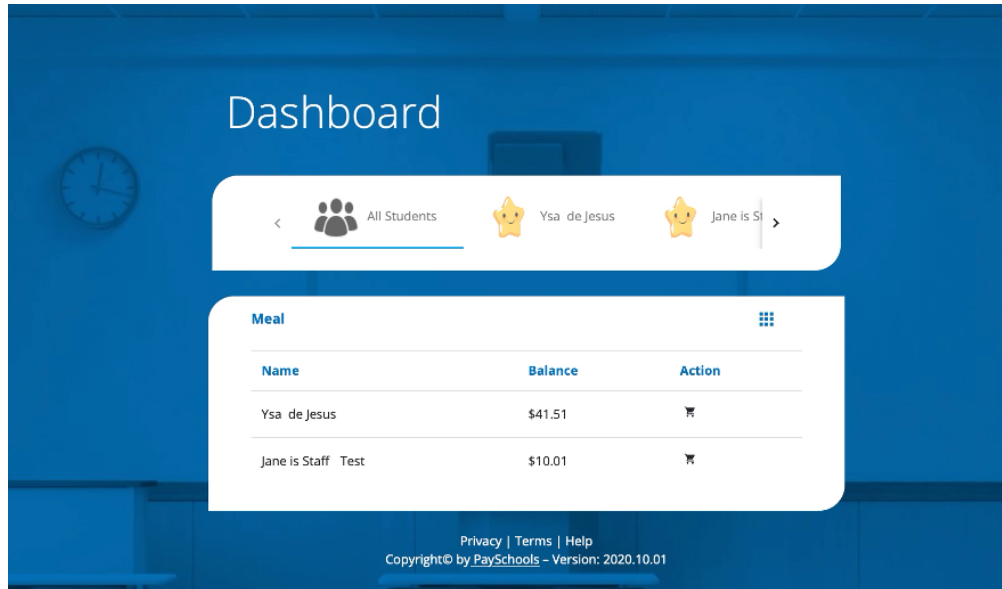
## MAKING DEPOSITS



### "FUNDS" FACTS: MUST HAVE INFO

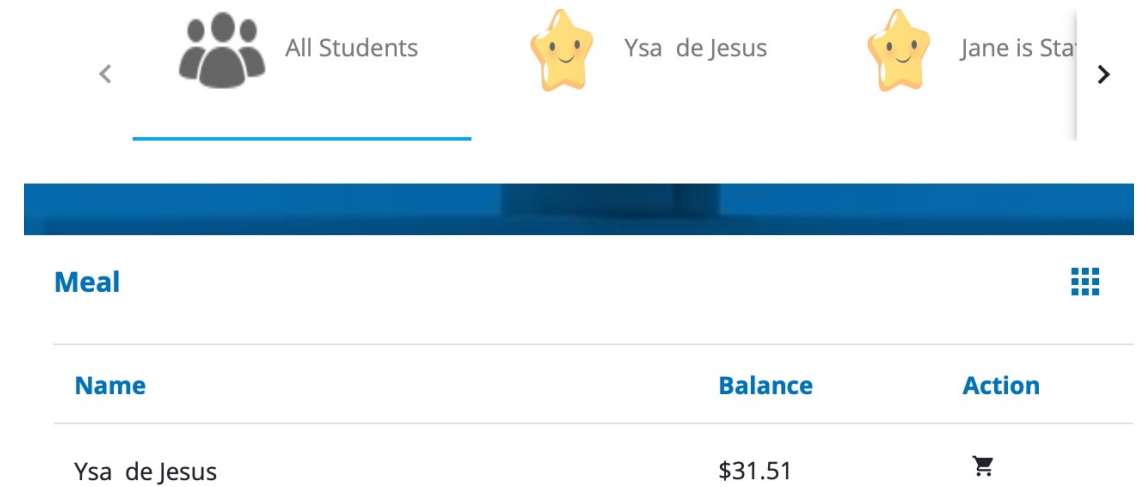
1. If you haven't added a method of payment during the set up, you can add it during this phase.
2. How do I know if there are funds in the account?
  - a. check under "Balance" If it shows, 0.0 = there are no available funds & a deposit must be made
3. Does each student and/or staff need to have money 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



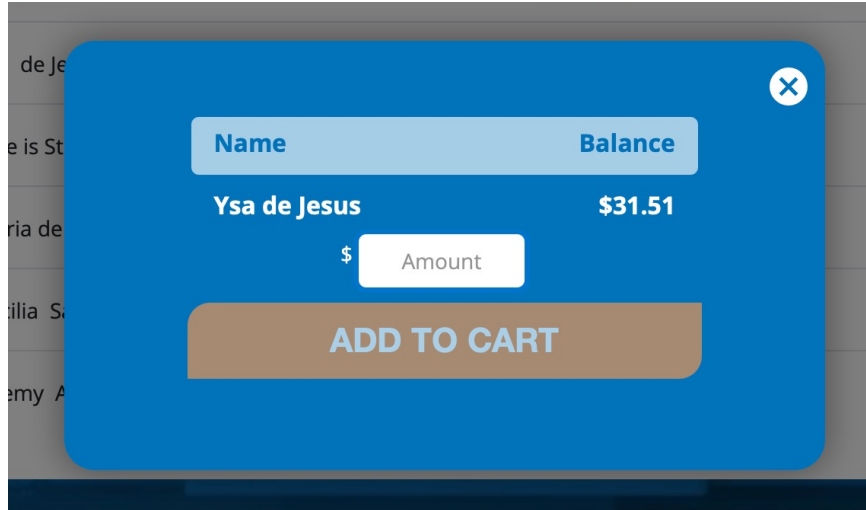
Log into the account.

You will be directed to the  
**DASHBOARD**



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

## ADDING FUNDS: MAKING DEPOSIT



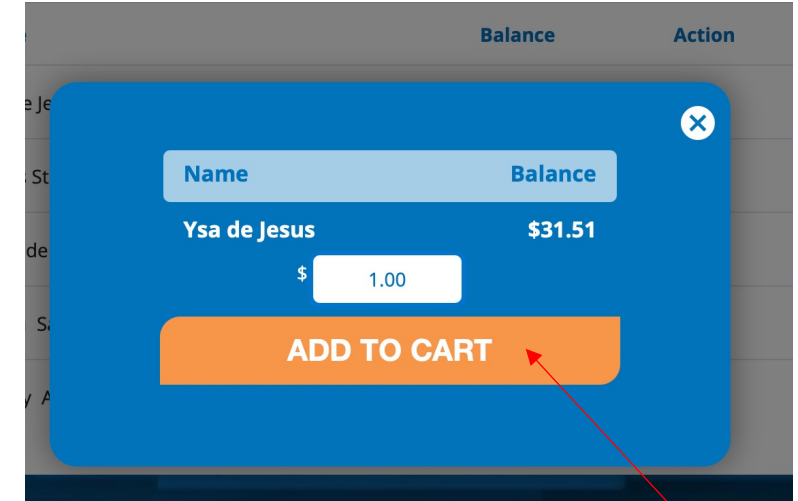
A blue modal window with a close button (X) in the top right corner. It contains a table with two columns: 'Name' and 'Balance'. The first row shows 'Ysa de Jesus' and '\$31.51'. Below the table is a text input field with a dollar sign icon and the placeholder text 'Amount'. At the bottom is a brown button labeled 'ADD TO CART'.

Name	Balance
Ysa de Jesus	\$31.51

\$

ADD TO CART

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



The same blue modal window as in the previous screenshot, but the text input field now contains the value '1.00'. The 'ADD TO CART' button has turned orange and is being pointed to by a red arrow from the right.

Name	Balance
Ysa de Jesus	\$31.51

\$

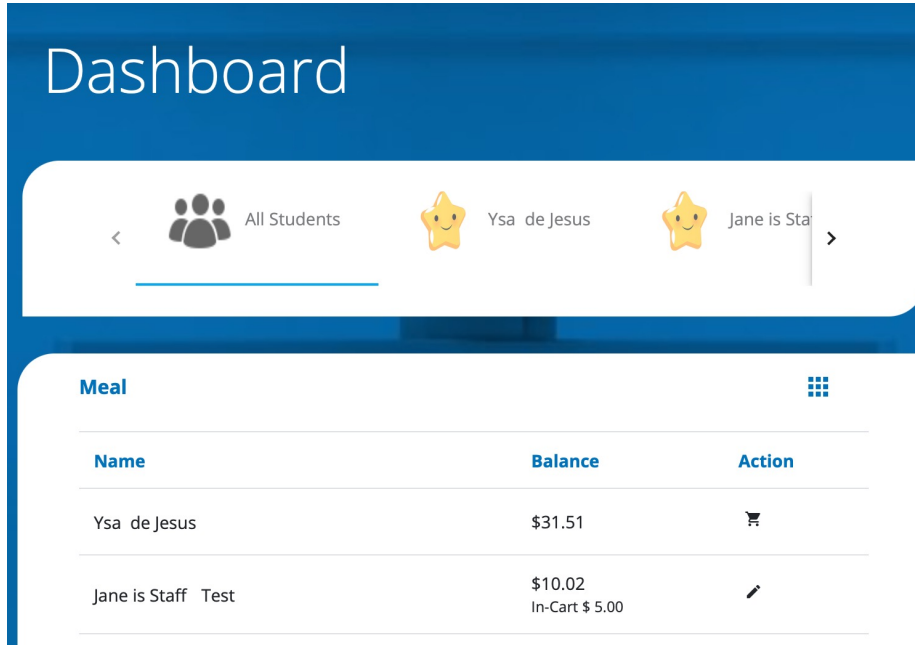
ADD TO CART

Enter the desired amount to be deposited.

The orange button will become activated.

Click ADD TO CART

## ADDING FUNDS: MAKING DEPOSIT



Dashboard

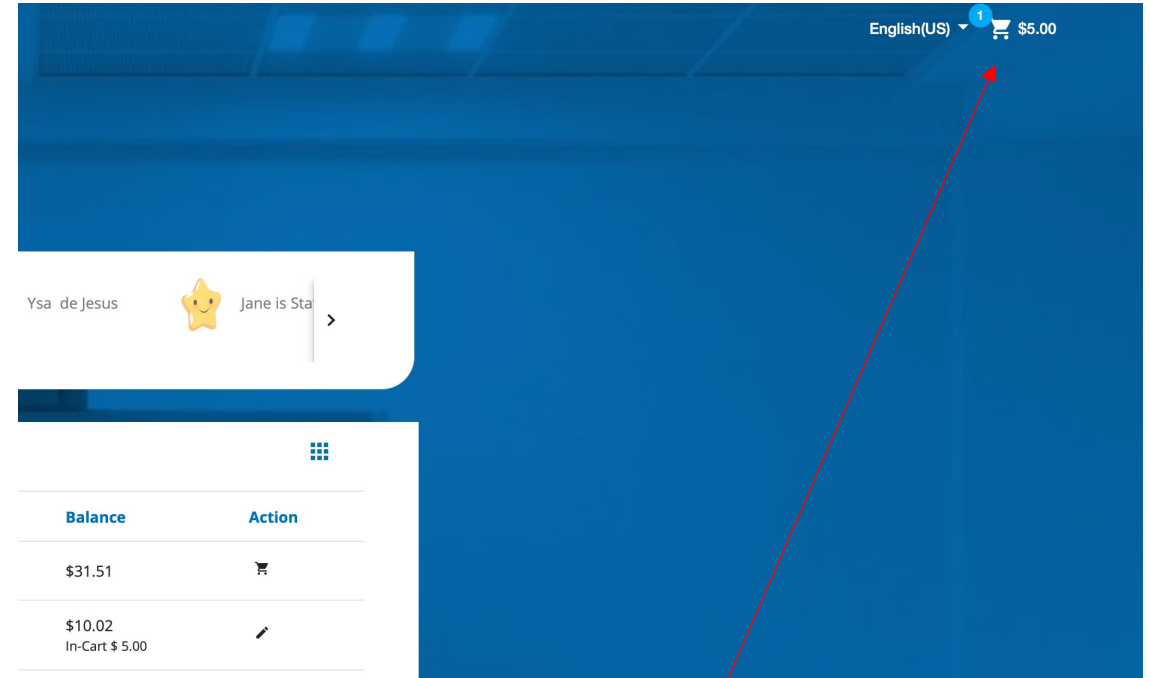
< All Students Ysa de Jesus Jane is Sta >

**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

The screenshot shows the 'Cart' section with a table of items. The 'Meal' item has an unchecked checkbox. Below the table, the 'Cart Amount' is \$0.01. The 'Checkout' section shows a dropdown menu for 'Payment Method' with 'ysa de jesus' selected. Below the dropdown is a 'USE NEW CARD' link and a large orange 'CONTINUE' button. At the bottom, there is a 'Return To Dashboard' link and footer text: 'Privacy | Terms | Help' and 'Copyright© by PaySchools – Version: 2020.10.01'.

ITEM NAME	DESCRIPTION	AMOUNT	DISCOUNT	REMOVE
<b>Jane is Staff Test (1234)</b>				
<input type="checkbox"/>	Meal	Patron: Jane is Staff Test	\$ 0.01	

Cart Amount: \$0.01

Payment Method  
ysa de jesus

USE NEW CARD

CONTINUE

[Return To Dashboard](#)

Privacy | Terms | Help  
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If you have added a method of payment, you may use that.

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

The screenshot shows the 'Cart' section with a table of items. The 'Meal' item has a checked checkbox. Below the table, the 'Cart Amount' is \$5.00. The 'Checkout' section shows a dropdown menu for 'Payment Method' with 'ysa de jesus' selected. Below the dropdown is a large orange 'CONTINUE' button. At the bottom, there is a 'Return To Dashboard' link.

ITEM NAME	DESCRIPTION	AMOUNT	DISCOUNT	REMOVE
<b>Jane is Staff Test (1234)</b>				
<input checked="" type="checkbox"/>	Meal	Patron: Jane is Staff Test	\$ 5.00	

Cart Amount: \$5.00

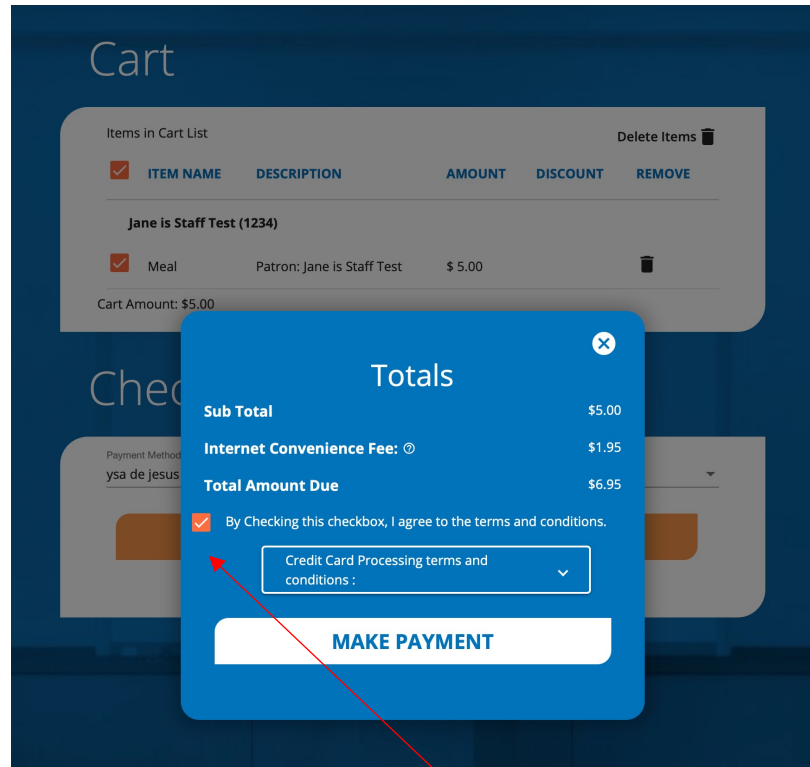
Payment Method  
ysa de jesus

CONTINUE

[Return To Dashboard](#)

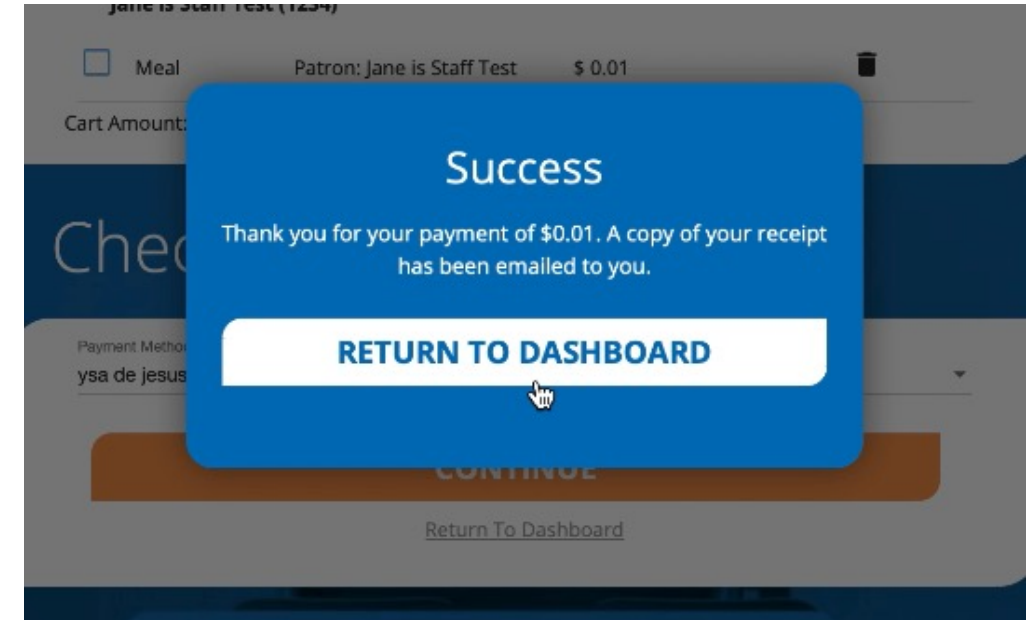
Check the box next to "Meal" and click CONTINUE under Checkout

# 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

# AUTO-REPLENISHMENT CONSIDERATION

The screenshot shows the Alive School dashboard interface. At the top right, there is a language selector set to 'English(US)' and a shopping cart icon with a '0' badge. The main header area displays 'Dashboard' on the left and a navigation menu on the right. The navigation menu includes sections for Dashboard, Notifications, Account, History, School District, and Information. The 'Auto Replenishment' option under the Account section is highlighted with an orange bar and a mouse cursor. Below the navigation menu, the main content area shows a 'Meal' section with a table. The table has two columns: 'Balance' and 'Action'. The 'Balance' column shows '\$7.00' and the 'Action' column shows a shopping cart icon. At the bottom of the dashboard, there is a footer with links for Privacy, Terms, and Help, and a copyright notice for PaySchools.

English(US) 0 \$XXX

## Dashboard

< All Students Test Example XXXXXX

Meal	
Balance	Action
\$7.00	

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
- Logout



Version: 2021.02.17

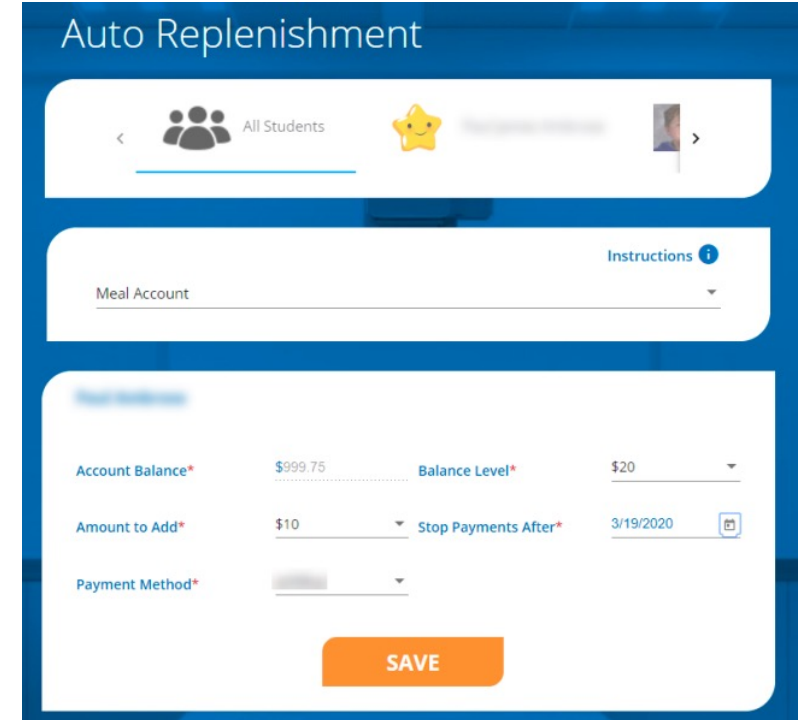
You can take advantage of the **Auto-Replenishment feature**: which automatically deposits money when your balance reaches a certain level.

To set up auto-replenish:  
Click the Auto-Replenishment option in the Menu.



# AUTO-REPLENISHMENT CONSIDERATION: RECURRING PAYMENTS

1. You will see your list of students and can either select a single name to set up unique auto-replenish settings or you can select All Students to apply the same settings to everyone in your account.
2. Once you've selected your student(s), enter in the required fields and click SAVE .
3. We recommend that your balance level is at least \$10.00. If you input 5.00 chances are, you'll always hit a negative balance and may delay your order.
4. Read the Terms and Conditions and agree by putting a check mark in the box and clicking SAVE.
5. An orange toggle will appear, which indicates auto-replenishment is on.
6. Status  indicates the balance level has been met and your account will be replenished that day.
7. Status  indicates the balance level has not yet been met and auto-replenishment has not kicked off.
8. To turn off auto-replenish, simply click the orange toggle.



The screenshot shows the 'Auto Replenishment' settings page. At the top, there's a header with 'Auto Replenishment' and navigation icons. Below this is a section for selecting students, with 'All Students' selected. The main form contains several fields: 'Meal Account' (a dropdown menu), 'Account Balance\*' (displaying \$999.75), 'Balance Level\*' (a dropdown menu set to \$20), 'Amount to Add\*' (a dropdown menu set to \$10), 'Stop Payments After\*' (a date field set to 3/19/2020), and 'Payment Method\*' (a dropdown menu). At the bottom right of the form is an orange 'SAVE' button.

# 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)