

Our Lady Queen of Martyrs

32340 Pierce St. Beverly Hills, Mi 48025

Dear Our Lady Queen of Martyrs parents

Our school will be using www.myschoolaccount.com for hot lunch orders during the 2019-2020 school year.

To set up an account you will need to follow the instructions below.

1. Visit 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. Choose **Salvatore Scallopini** from the "School District" drop down menu.
5. Create a 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."

Once you receive the "verification code" you may begin adding your children's information by following the steps below.

1. Go to 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 **If you do not remember your children's ID numbers, they can be obtained by contacting Amy Bongiovanni at olqmhotlunch@gmail.com
4. After your students are added you will be able to view the lunch account activity, preorder lunch and make payments to the student lunch account

Reminders:

- Preorders for lunches can be made up to three days prior to the serve date
- Funds can be transferred between students
- Account deposits can be made through ACH payments
- Parents will now be able to make changes or delete lunches up to three days before the lunch serve date
- Any orders, payments, or changes update to the system within 10 minutes

We urge you to take full advantage of this system by making deposits into your children's accounts and Preordering lunches on a weekly or monthly basis.

Helpful reminders:

- A parent account can be linked to many children, but a child can only be linked to one parent
- There will be a per transaction convenience fee associated with each deposit
- You are free to choose the amount of each deposit
- Any money that is not spent by the end of the school year will be available the following school year

If you have any questions please contact Amy Bongiovanni at olqmhotlunch@gmail.com

Sincerely,

Larry Bongiovanni

* Questions regarding the www.myschoolaccount.com service should be directed to support@myschoolaccount.com

