

ESSEXVILLE-HAMPTON PUBLIC SCHOOLS

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SUPERINTENDENT

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October 3, 2014

Essexville-Hampton Public Schools is pleased to announce the following online enhancements to our Food Service Department. The district is using www.sendmoneytoschool.com to provide the online features listed below. They include the following:

- parents/guardians can lookup Food Service account balances
- funds can be deposited into your child(s) account online
- parent/guardians can review food purchases by their child(s)
- money can be transferred between students attached to your account
- low balance email reminders can be sent out automatically
- free/reduced breakfast/lunch applications can be made online at www.lunchapp.com

Food Service Payment Options:

Form of Payment	Payment Location	Fees
Check	School	None
Cash	School	None
Online Check	www.sendmoneytoschool.com	\$1.00 per transaction
Online Credit Card	www.sendmoneytoschool.com	\$1.95 per \$100.00, \$0.50 fee for multiple students

**If paying online, please consider using the online check option due to the reduced fees.*

To register for online access, please do the following:

**There is no cost to register for online access.*

1. Go to www.sendmoneytoschool.com
2. Click on Create a new account
3. Enter your email address and select a password (password must be at least 8 characters)
4. Check the box to agree to the site's terms of use
5. Click on the Create Account button.
6. A confirmation email will be sent to your email address. To complete registration, open the email and click on the link to confirm your new account.
7. Answer the account security questions at the following screen and click Update Account Security.
8. Once your security questions have been answered, click on Continue to go to the homepage.
9. Enter Essexville-Hampton Public Schools in the District lookup box and click on our school name in the area below.
10. To add a student, click on Add a student to your account.
11. To enter your student, you will need to enter their student id. The student id can be found on their school ID card, within Family Access under Student Info (listed as Other ID), or by calling the school office.
12. Click Continue to enter name and birthdate which will complete the process.
13. To add additional students, click on Add Another Student.

If you have any questions or need help setting up your account, please contact Krystal Hoernlein or Janis Phillips in the Food Service Department at (989) 460-2386.