

How to Make an Online Food Service Payment

Log in to Family Access. Click the Food service tab in the left menu.

The screenshot shows the 'Food Service' section of a web application. On the left is a navigation menu with 'Food Service' highlighted. The main content area includes a 'Current Account Balance' box showing a balance of \$27.85 for 'Name' with a 'Lunch Type: Full Price'. To the right is a 'Today's Lunch Menu' section with a 'Lunch Calendar' link. Below these is a table of payment history for '(BAINBRIDGE HIGH SCHOOL)'. A red box highlights the 'Make a Payment' link in the table, with an arrow pointing to it from the 'Food Service' menu item.

Payment Date	Payment	Check #
Thu Oct 5, 2017	\$50.00	8593
Thu Jan 5, 2017	\$25.00	8458
Thu Oct 20, 2016	\$50.00	8445

Log into InTouch system. Click the box of the student you would like to buy lunch for.

The screenshot shows the 'Who are you shopping for?' screen in the InTouch system. It features a blue header with the 'Bainbridge Island School District' logo and navigation links for 'Your Family', 'Contact Us', and 'Checkout'. The main content area asks 'Who are you shopping for?' and provides instructions: 'Please shop using STUDENT NAME only. All receipts must be in your student's name. Thank you!'. A red box highlights the 'John Doe' student entry, with a callout bubble saying 'Click the box of the child you would like to make a payment for'. Below it is the 'Jane Doe' entry. A footer contains copyright information and links for 'Terms & Conditions' and 'Help'.

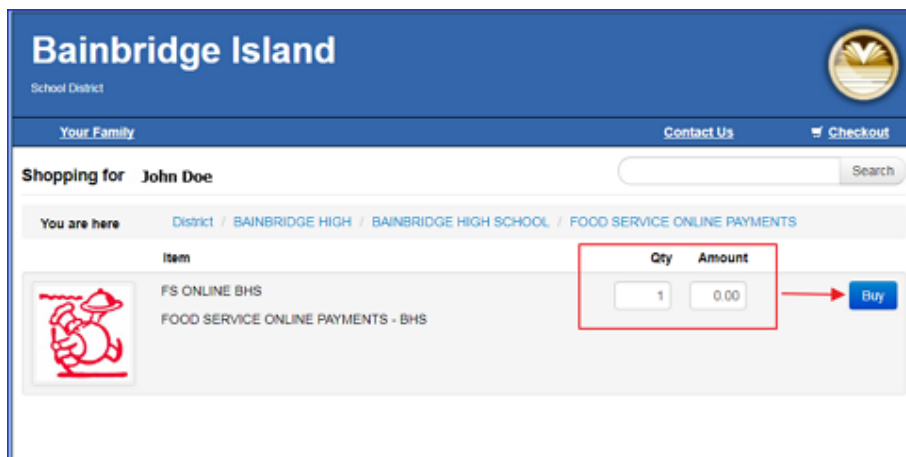
Click the tab "Items At Student's School"

The screenshot shows the 'Items At Student's School' screen. It has a blue header with the 'Bainbridge Island School District' logo and navigation links for 'Your Family', 'Sign Out', 'Contact Us', and 'Checkout'. A search bar is at the top. Below it, the 'Student Name' section shows 'Info: Student has a balance of 0.00'. A red box highlights the 'PAY HERE' button, with a red arrow pointing to it from the left. Below this are buttons for 'Choose a BISO School', 'Pay Fines/Fees', and 'Reports'. The 'Reports' section includes 'Purchase History', 'Reprint Receipts', 'Unpaid Fines/Fees', and 'On Account History'. A footer contains links for 'Help', 'Terms & Conditions', and copyright information.

Choose Food Service Online Payments link.

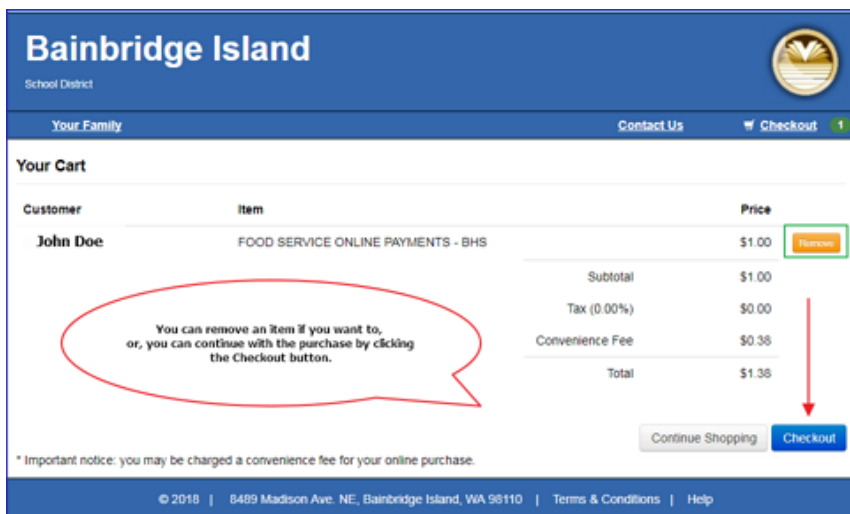
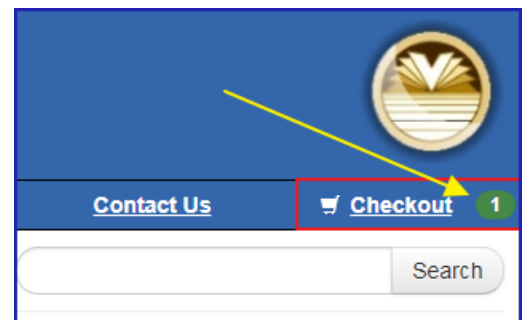
The screenshot shows the 'Shopping for: John Doe' screen. It has a blue header with the 'Bainbridge Island School District' logo and navigation links for 'Your Family', 'Contact Us', and 'Checkout'. A search bar is at the top. Below it, the 'You are here' breadcrumb shows 'District > BAINBRIDGE HIGH > BAINBRIDGE HIGH SCHOOL'. The 'Categories' section lists various items, with 'FOOD SERVICE ONLINE PAYMENTS' highlighted by a red box and a red arrow pointing to it from the left. Other categories include 'HOSA', 'INDEPENDENT PE', 'MODEL UNITED NATIONS', 'SPORTS', 'DONATIONS', 'FOREIGN LANGUAGE WORKBOOKS', 'ASB CARD', 'ATHLETIC MEDICINE', and 'CHEERLEADERS'. A 'BAND FEES' category is also listed.

Enter amount of purchase, then click the "Buy" button.



Once you click the "Buy" button, your item goes into your cart, located on the top right of the screen. Click the "Check Out" link.

On the following screen, you can continue with your payment by clicking the Checkout button, or, you can remove the item if you'd like.



Fill out your payment details and click the "Pay Now" tab to complete the transaction.

