

# LUNCH ACCOUNT AVAILABLE ONLINE

Dear Parents/Guardians:

With current national attention being focused on children's health and wellness issues, Mequon-Thiensville School District's Food Service Department is excited to provide parents a convenient, easy and secure online prepayment service to deposit money into your child's school meal account at any time. This service also provides parents the ability to view or print your child's account balance through a web site called MyNutrikids.com. By having money in each child's account prior to entering the cafeteria, we find the lunch lines move along much faster so your child has more time to eat and be with friends.

To access these services:

1. Simply go to the district web site at [www.mtsd.k12.wi.us](http://www.mtsd.k12.wi.us)
2. In the "Parents Quick Links" box at the right, Click on Food Services link
3. Click on the MyNutrikids.com link. From this site you will create your account and add money to your child's school meal account. All you need is your child's name, student ID number (**same number your child has been using**) and school ZIP code. The instructions listed on the next page will guide you through the easy online account set up process.

## Things to know:

- If you have more than one child in the District you can handle all online prepayments from the same online account.
- Payments may be made through an existing PayPal account or with a major credit or debit card.
- In order to use the online prepayment service, a small convenience fee for each transaction will be assessed to cover the bank fees. The convenience fee is \$1.75 per deposit transaction. Parents placing money into multiple meal accounts will only be assessed the \$1.75 fee once per deposit transaction.

Mequon-Thiensville School District will not profit from the use of this site.

We are very excited to offer these new services which are in direct alignment with the District's Strategic Plan/*Safe and Healthy Environments* priority, and are confident this new system will benefit you, your child and our District. However, if you choose not to take advantage of the online prepayment service you may continue to make advance payments via check, made payable to the school your child attends, along with having the student ID located on the memo line of your check. In order for a deposit to be credited to the child's account same day, deposits must be dropped off in the school's office, food service basket by the time school starts for the day. Cafeteria managers pickup after school begins and will post and deposit to the child's account same day.

Please write your **child's fullname(s) and Student ID(s)** on the memo line of the check. In an effort to reduce paper cost, envelopes will only be used for when a cash deposit is necessary. If cash is being deposited, please write on the front of the envelope, the child's full name(s) and Student ID(s) in order to receive accurate credit to your account. If you have any questions about these new services, please feel free to contact my office at 262.238.5694.

Best Regards,  
Toni Destefano  
Food Service Director  
Mequon- Thiensville Schools

## Registering for MyNutrikids.com

- You will first need your child's student ID number; you may get this number by contacting your child's school or contacting my office.
- Go to the district website at [www.mtsd.k12.wi.us](http://www.mtsd.k12.wi.us), in the "Parents Quick Links" box at the right, click on FoodServices link, then click on the link to MyNutrikids.com OR go to [www.MyNutrikids.com](http://www.MyNutrikids.com).
- Click **Sign Up** and enter the required information.
- Click **Finish** to complete the initial registration process. (**For technical assistance please call the number listed on the webpage to assist your account setup. DO NOT CALL THE FOOD SERVICE OFFICE**)

### **Add Students to Your Family Account**

- When you log in you will be taken to the homepage.
- Click **MyKids** from the main menu OR from the blue navigation bar above.
- This is a listing of the students in your account. It will be empty on your first visit to the site.
- Click **Add Child** and enter the required information.
- Click **Add** (next to your child's name) to continue.
- Click **Add Child** to repeat the process for additional children.
- NOTE: Your child's transaction history report will not display information during the initial account set up process.
- NOTE: On the cutover date for your school to go live date it will only show beginning balance and begin to show your child's purchasing history at that point. Food service will store the purchasing activity from the old system through the end of the school year.

### **How to Make a Deposit**

- Click **Deposit Money** located next to **Add Student**.
- Enter an amount in the **Deposit** column next to your child's name. If you have more than one child, enter the amount you wish to deposit into the column next to each child's name. **DO NOT deposit money for your entire family into ONE child's account.**
- Click **Calculate**.
- Click **Make Deposit**.
- You will be directed to the PayPal web site to enter your payment information. You have the option to use your existing PayPal account or a major credit card to make your payment. If you are using your PayPal account, enter your email address and PayPal password to continue. If you are using a credit card, enter the required information. For your protection, MyNutrikids.com will not store your financial information.
- Click **Pay Now** when finished.
- Click **Pay** once again to finish the process.