

MEDINA CHRISTIAN ACADEMY

LUNCH ACCOUNTS



Students may pay for meals with cash or check or through a lunch account.

MCA uses a secure, web-based payment program to provide a convenient way for parents and students to participate in the lunch program. Parents/guardians can add money to their student's food service account by creating an account at:

www.payschoolscentral.com

TO SET UP A PAYSCHOOL LUNCH ACCOUNT YOU WILL NEED YOUR STUDENTS ID NUMBER FROM RENWEB:

HOW TO FIND A STUDENT ID NUMBER IN RENWEB (FAMILY PORTAL)

1. Login to Renweb (Family Portal)

Visit the MCA website, under current families, scroll down to academic resources and select "Parents Web". This link will take you to log in to your family portal. Instructions on how to set up a Parents Web log in can also be found under academic resources.

2. Once you are in the Family Portal Account in Renweb:

- On the left click on the down arrow to next to word **"Family"**.
- Click on **"Family Home"**.
- At the top, click on the **drop-down** menu and choose your student's name. Their information will display once you select their name.
- Under **Contact Info** you will see their ID number.
Write down your students **"System ID Number"**.
This ID is needed to set up a payschool account.
- If you need assistance finding the ID#, contact Carla Collier at ccollier@mcaschool.net

LOG IN TO PAYSCHOOLS CENTRAL TO SETUP YOUR STUDENTS LUNCH ACCOUNT

Please follow the "3Education Payschool Central Meal & Fee Payments" and "3Education Payschool Central Account Setup" instructions. Instructions can be found on the MCA Website under Current Families, Forms, and Important Information in the Food Service section. (A hard copy is attached in this packet)



LUNCH ACCOUNT MANAGEMENT PROCESS

It is recommended that an account start with a \$30.00 available balance. An email will be sent to you at a \$5.00 or \$10.00 balance as a reminder to auto load or add funds. This allows your student(s) to enjoy meals without interruptions. Menus are posted on MCA's website under Current Families, Forms, and Important Information in the Food Service section.

How to add funds to your Payschool account:

Set up or manage your account online at payschoolscentral.com

Current Families:

Load funds to your payschool account(s) at payschoolcentral.com at the beginning of August.

- Log on to your payschool account dashboard
- To the right of the dashboard, Under Notifications, select "**Notifications**" to set up a low balance reminder email.
- Under Account section select "**Payment**" to set up payment methods.
- Under Account section select "**Auto Replenishment**" to set an amount that will automatically load from your payment method when the account reaches a set low balance threshold. This will allow your student to enjoy meals without interruption.
Please set an auto-replenish end date.

New Families:

Create an account using your student's Renweb ID at payschoolscentral.com.

- Log on to your payschool account dashboard
- To the right of the dashboard, Under Notifications, select "**Notifications**" to set up a low balance reminder email.
- Under Account section select "**Payment**" to set up payment methods.
- Under Account section select "**Auto Replenishment**" to set an amount that will automatically load from your payment method when the account reaches a set low balance threshold. This will allow your student to enjoy meals without interruption.
Please set an auto-replenish end date.

You may also add funds to your account via cash or check (payable to Medina Christian Academy). Students may bring cash or check to the office or directly to the cashier at lunch.

Account Balances:

If the account has insufficient funds, meals cannot be purchased. Account balances at the end of the school year will be carried over to the following school year.

If you have questions or concerns about lunch accounts, please contact:

Vanessa Finan

Food Service Director

vfinan@mcaschool.net or phone 330-946-5511