1.2 New User
To set up a new user account, click on New User at the top left of the www.LunchPrepay.com Welcome page.

Registration
Thank you for registering with LunchPrepay.com.

LunchPrepay offers great convenience and the following benefits:

- You get quick and easy access to your student’s meal account 24 hours a day, seven days a week.
- The ability to pay for multiple students’ accounts with one single payment.
- The ability to look-up your students’ account balance, any time, any place the internet is available.
- The ability to see 90 calendar days of purchases and payments.
- Automated notification, via e-mail, when your student’s account balance falls below an amount you have set.
- Peace of mind, knowing that the money is being used for good nutrition.

The LunchPrepay.com website will guide you through the easy steps of registration. Please make sure you have acquired the following information before beginning:

- Verify that your school district is participating in LunchPrepay.com. If you are unsure click on Participating Schools to find your school district.
- You must know your student’s Identification Number. If you do not know your student’s identification number, you will need to contact your school district for this information.

This is an advertisement and commercial free site: no banners, no pop ups and no sharing of e-mails. There may be an registration fee; the amount of this fee will depend on the contracted arrangements between us and your school district. If you choose to make an online payment there may be a processing fee added to the payment made.

Start Registration
• Click **Start Registration**. The **Create New User** page appears.

![Create New User Form]

- Select a state from the **State** dropdown list.
- Select the school district where the students are enrolled from the **District** dropdown list.
  - Once the district is selected, the chart showing fees for that district will display.
- Enter a user name for your LunchPrepay parent account in the **User Name** text field.
- Enter an email address in the **E-Mail** text field. This is required and will be used only for LunchPrepay correspondence.
- Create a password by entering it in the **Password** text field. A password is required for security. Re-enter the password in the **Confirm Password** text field to ensure the correct password has been created.
• Enter parent's name, address and phone number in the **Name, Address, Phone** text fields. This is the contact information in case we need to reach a parent and email is not available. First and Last name are required. Address and phone are requested but not required.

• Select **Premium** or **Basic** from the **User Type** field. The chart shows the features and costs.
  
  o Basic users can upgrade to Premium at any time.

• Check the **Terms of Use** box to agree to Terms of Use and Privacy Policy.

• Click **Register Me**. If an annual fee applies, the payment screen will appear. Enter the credit card information.

![Registration Payment Form]

• The information you enter here must match the credit card's billing information.

• If **Save to Wallet** is checked, it will save your credit card information to Manage Wallet so the information will not need to be re-entered. (This feature is optional.)
• After the Registration is done, the next step is to Add Students under Manage Students.

1.3 Participating Schools
Participating Schools allows the user to verify that LunchPrePay is available for their child’s school before registering.

![Participating Schools](image)

• Select a state from the Choose a State dropdown list.
• Select a district from the Choose a school district to view participating schools dropdown list.
• Click View Schools.
• The participating schools will display.

1.4 Terms of Use
Terms of Use displays the terms and conditions set forth below that apply to your use of the LunchPrepay.com™ website, call center, payment service and related facilities.

• Please read for registering.

1.5 Privacy Policy
Education Management Systems, Inc. takes your privacy seriously. Please read this section to learn more about our privacy policy.