



## Lunch Menu

You are now able to make your lunch menu payment online via the SmartTuition website (**Note:** You do not need a SmartTuition account to utilize this process). Our intention is to streamline the process. Although you can still use a check/cash, we encourage you to use the online method. Please follow the directions below.

### DIRECTIONS:

1. Open the Lunch Menu (click [HERE](#) to open the menu now)
2. Enter the Student's Name (**this field is required**)
3. Select the Student's Teacher/Room No (**this field is required**).
4. Check the boxes for your lunch selections
5. Repeat steps 1 thru 4 for each of your children.
  - a. To make an online payment see below.
6. **Print the form(s)**
7. **Send form(s) to the office.**

### To Pay Online:

1. Click on the **Pay Online** button at the bottom of the form.
2. This will open your browser and send you to the **SmartTuition Website**.
3. Enter the total amount owed. **Note:** If you are paying for more than one student, please add the amounts together on each of the forms and pay the total amount for your family. You **DO NOT** need to perform a separate transaction for each student.
4. Click the **Select** button.
5. **Enter** the student(s) last name.
6. Click the **Add to Cart** button.
7. Click the **Checkout** button.
8. Enter your payment information (**Note:** You may pay via your checking account or via a credit card (AMEX is not accepted). There is **NO** cost using your checking account and a small transaction fee of 2.65% for using your credit card.
9. Click on place order.

**DO NOT FORGET to PRINT the form and send it in to the office! The form and payment must be received by the DUE DATE.**