

# MEMO

**To:** Parents of St. Mary's Visitation School Students  
**From:** Katie Kannall – St. Mary's Hot Lunch Coordinator  
**Date:** 12/03/2011  
**Re:** MealpayPlus – an Online Option for Checking and Making Payments to Your Child's Hot Lunch Account

**Message:**

I have recently discovered that there are quite a few parents that are not aware that St. Mary's has an online option for making payments to their children's lunch accounts. So I am writing to share with you, how you can sign up, how the program works, and what benefits the program has for you.

**Signing up** is really simple. Just go to [www.MealpayPlus.com](http://www.MealpayPlus.com). The second box on the top left-hand side of the page asks if you are a new customer. Click on "Register a Free Account". It will take you to a new page and ask you for your "Student ID" and last name. You can obtain each of your children's ID numbers by stopping by the school office or calling Kris at the school office at (262) 782-7057 during school hours. Once you have typed your Student ID and last name in the boxes provided, it will lead you through the process of setting up a profile for your account so that you can sign on at any time. Please note that each of your children need a separate account and remember to write down the username and password you decide on for each or your children's accounts.

**Once you have created an account...**

On the top left-hand side of the home page, there is a place for secure sign in. Just type in your username and password to gain access to your child's account.

## **The Benefits of MealpayPlus...**

MealpayPlus...

- Allows you to view your child's balance
- Allows you to view your child's purchase history
- Accepts payments toward your child's account by credit cards (Visa, Master Card or Discover), bank check cards with VISA or Master Card logo and savings/checking accounts (e-check via ACH)
- Allows you to view your payment history

MealpayPlus also emails you deposit confirmations to your personal email account.

One of the programs greatest benefits is its low balance email reminders. You decide what you consider a low balance for your child's account and MealpayPlus will send you an email reminder any time your child gets below that amount.

Finally, MealpayPlus allows payments and balances to be updated virtually in real-time. Wallet and Auto Replenish features allow you to set a low balance amount and it will automatically replenish your child's account at that balance from your credit card.

If you have problems or payment processing questions, you can call MealpayPlus at 1-800-859-6508 between the hours of 9:00 a.m. - 6:00 p.m. EST. After hours, you will be asked to leave your number and you will be called the next business day. Parents can also emails questions to [Support@Mealpay.com](mailto:Support@Mealpay.com).

Please feel free to ask me any questions that you have about this program or about your child's lunch account. You can reach me at (262) 782-7057 ext. 206 or at [kkannall@stmaryeg.org](mailto:kkannall@stmaryeg.org)

God bless,

Katie Kannall

St. Mary's Visitation  
Hot Lunch Coordinator