

Dear Parents/Guardians:

We are now able to accept online payments for lunch accounts. Below you will find step by step directions to guide you through the process of adding funds to your account. These directions are for using the parent portal in Lumen.

Once you are logged in to the parent portal in Lumen:

- Click-View Student Summary
- Click-Lunch Info
- Click-Add money by Credit Card
- Click-Process Payment button that is green
- You will then be taken to the Paywat site where you will need to create an account.
- Once an account has been created and you are logged in
- Click-Top Up Meal Balances
- Click the box under the student's name
- Enter the amount you wish to add and click next
- Review the amount and click next.
- You will then be asked to add a card
- Click the box and proceed to entering card information
- Once the card is added click next
- View the confirm and pay screen
- Hit the pay button and you are all set
- Please be aware there is a processing fee added depending on the amount you are paying.

Thank you for your patience as we got this service set up and going. If you have any questions, please feel free to call the school, 660-736-4177.