

UPSD offers new online Food Service options for Staff

View your current lunch account balance, purchases & payments:

- **Employee Access users** will find food service information under Employee Information / Personal Information / Food Service. Click the specific link to see more detailed information.
- **Educator Access Plus users** have a menu item called My Food Service Information. This link will display your current balance. Click the arrows to the left to expand and view account information, payments, and current purchases.

Add money to a Staff lunch account online with a credit card:

All employees may add money to their lunch account online using a credit card if desired.

Please note: there is a single \$1.00 convenience fee added for online payments. Cash and/or checks are still accepted at each cafeteria.

- A.** To add money to your employee lunch account, navigate to **Employee Access / Employee Information / Personal Information / Food Service / Account Information** tab and use the steps below:
 1. Click the **Make Online Payment** button
 2. Enter the **Payment Amount** desired
 3. Click **Pay with RevTrak**; if you receive an encryption warning message click continue
 4. Verify the shopping cart information is correct, then click **Go to Checkout**
 5. Enter your RevTrak account information or create an account and follow the prompts

- B.** To add money to your student's **AND** your staff lunch accounts at the same time, navigate to the **Family Access / Food Services** tab and use the steps below:
 1. Click the **Make Online Payment** button and **Update Payment Amounts** for each student as desired
 2. Click the **Pay with Vendor** button
 3. Click **Continue Shopping** just above your shopping cart
 4. Click on **Staff Food Service** and enter the dollar amount AND
 5. Click **Buy Now**; you will see your student payment(s) and your staff payment in the shopping cart
 6. Click **Go to Checkout**
 7. Enter your RevTrak account information or create an account and follow the prompts

**For technical assistance, please contact
Cathy Hays at extension 3320**