



6 feet



**ALIVESCHOOL
CAFETERIA
SERVICES**

2021-22



**good,
nutritious food
that tastes great**

aliveschool™

**Ysa de Jesus
Maria Elena
Rodriguez**

STEP #3

ADDING FUNDS TO THE ACCOUNT:

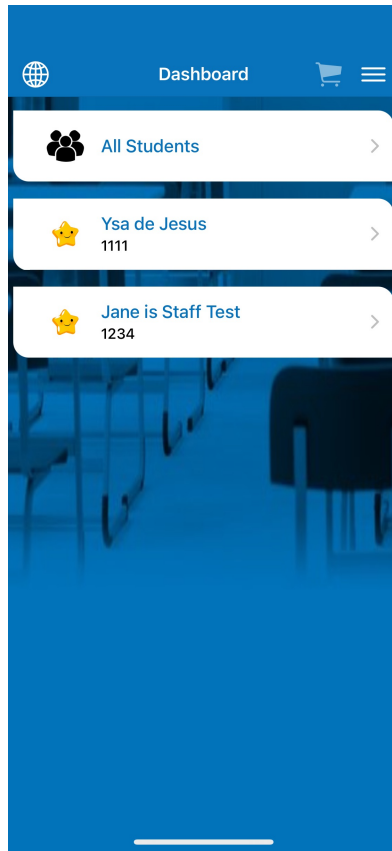
MAKING DEPOSITS



"FUNDS" FACTS: MUST HAVE INFO

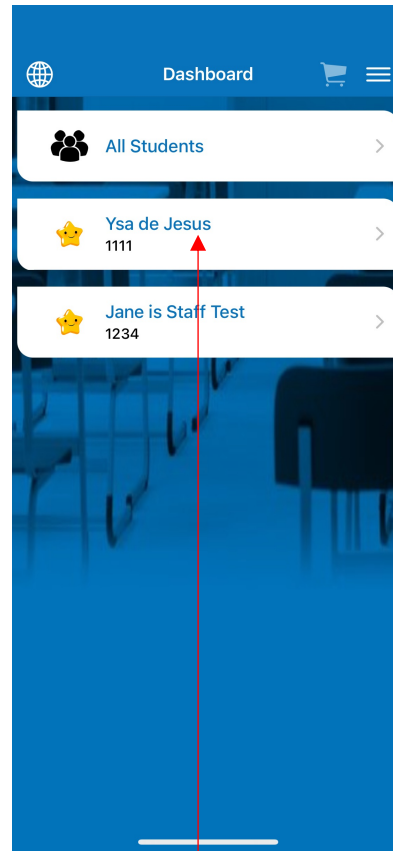
1. If you haven't added a method of payment during the set up, you can add it during this phase.
2. How do I know if there are funds in the account?
 - a. check under "Balance" If it shows, 0.0 = there are no available funds & a deposit must be made
3. Does each student and/or staff need to have money in their account, or can you take out from the sibling?
 - a. Yes. Each student/staff needs to have an account as well as money assigned to him/her
4. Is there an even more convenient way to add future funds?
 - a. Yes, Auto-replenishment option. Information included here.
 - b. You must first make a manual/initial deposit and then program Auto-replenishment

ADDING FUNDS: MAKING DEPOSIT

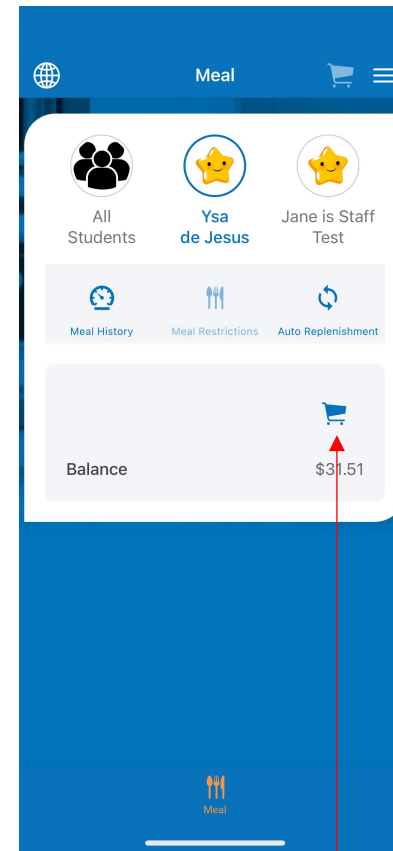


Log into the account.

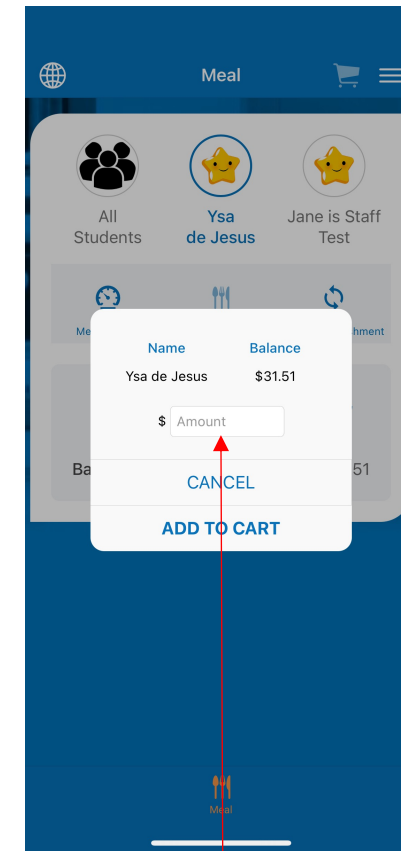
You will be directed to DASHBOARD



Select the student you want to add funds to.



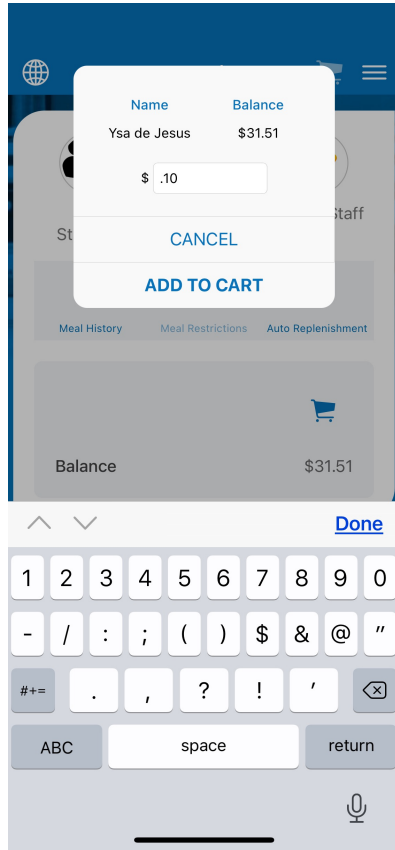
Click on the cart icon.
You will also see the current balance



Enter the desired amount to be deposited.

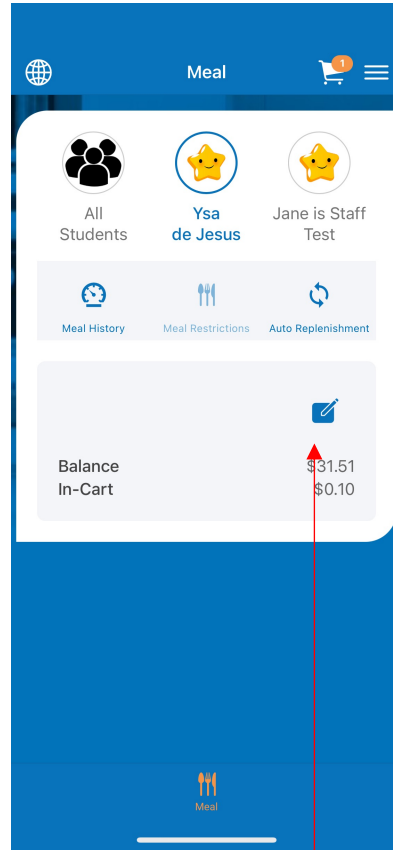
Click ADD TO CART

ADDING FUNDS: MAKING DEPOSIT



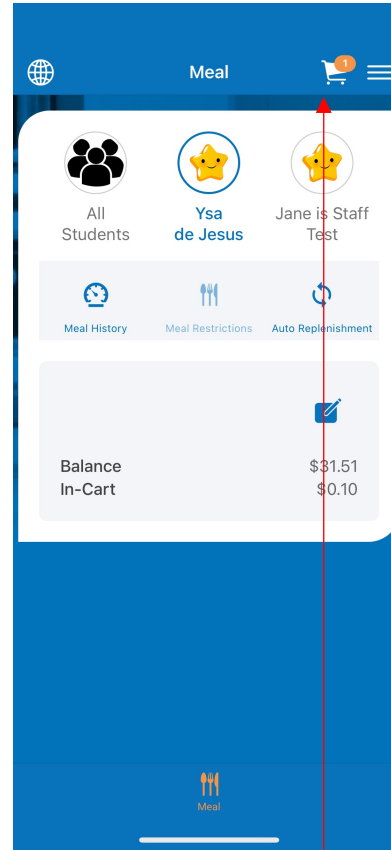
Enter the desired amount to be deposited.

Click ADD TO CART

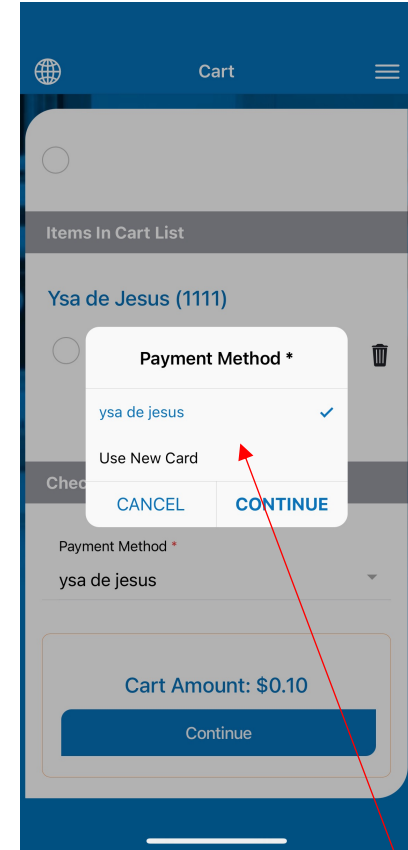


Review the amount entered make sure the amount is desired amount.

If it is not, click on the pencil and edit the amount



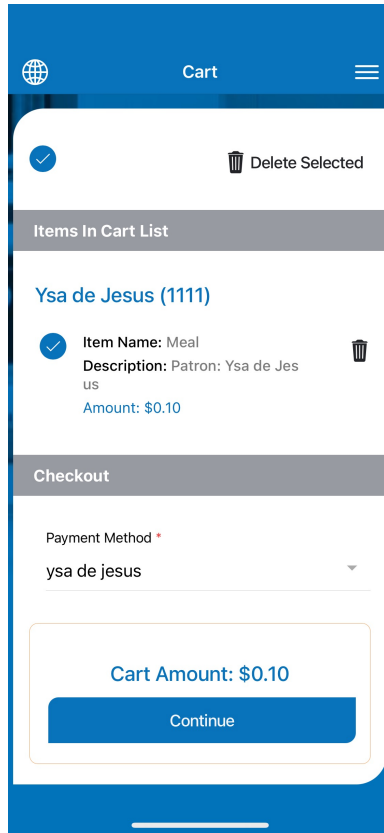
Click on the white cart on the upper right-hand corner



If you added a method of payment, select and click CONTINUE

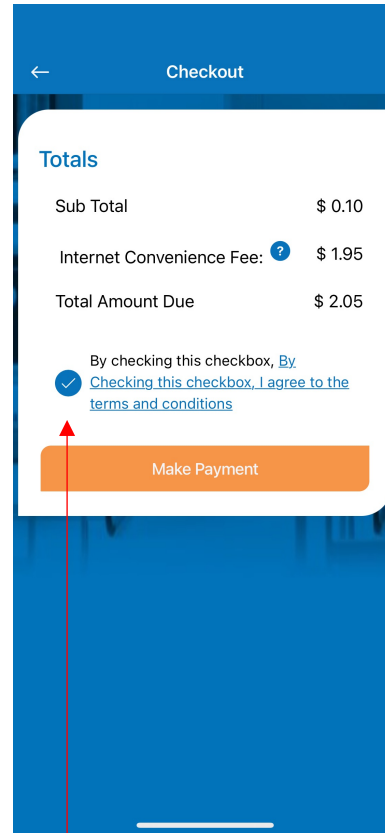
If you want to add or use another method, select and CONTINUE

ADDING FUNDS: MAKING DEPOSIT



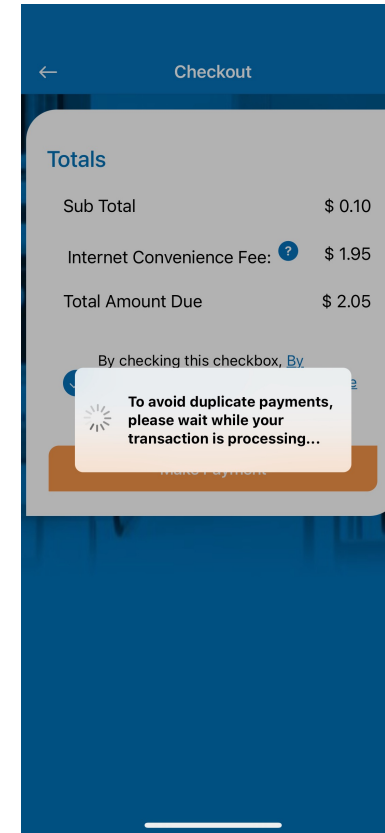
Check the "Item Name" box .

Click CONTINUE



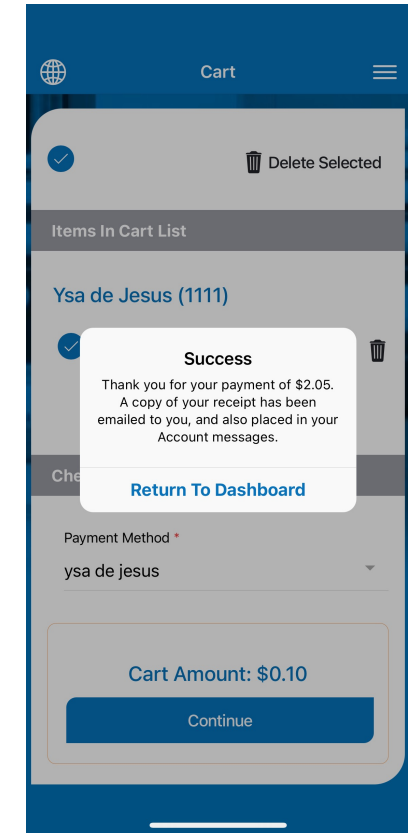
Check the "terms and agreement" box in the window that summarizes the transaction and fees.

And then click on MAKE PAYMENT



Wait until the transaction processes.

DO NOT CLOSE THE WINDOW.



A message of SUCCESS appears when the deposit has gone through

MAKE IT EASY



AUTO- REPLENISHMENT

WHAT IS AUTO- REPLENISHMENT?

it is a feature that you can program in Payschools Central so that when the account reaches a certain balance, it automatically transfers more money (replenishes) into the account

AUTO-REPLENISHMENT

EXAMPLE	
The lunch account has a beginning balance of	\$75.00
Your purchased meals totaled	\$33.00
After the purchases, the balance is	\$42.00
Auto-replenish activates when account hits a balance below (a balance level below)	\$20.00
Auto-replenish amount (amount to add to account)	+ \$30.00
New balance in lunch account after auto-replenish	\$42.00



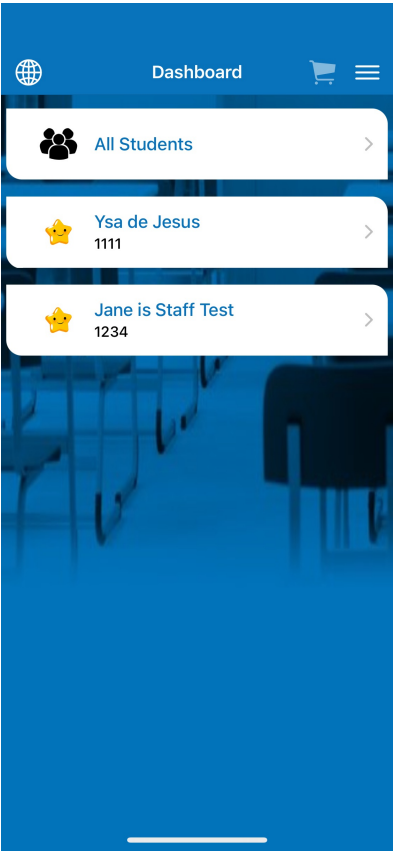
IMPORTANT: BEFORE programming AUTO-REPLENISHMENT

The Auto-replenishment will not work on an account that has less money than the amount set in the balance level.

Using the example above:

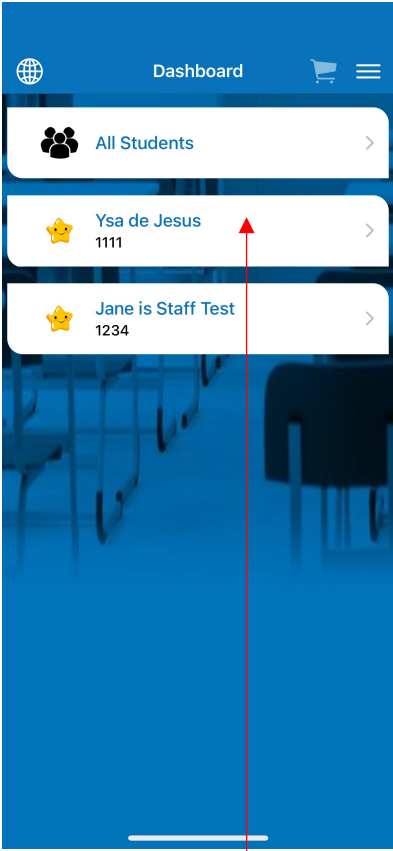
The account must have more than \$21.00 for the auto-replenishment to work.

AUTO-REPLENISHMENT FEATURE

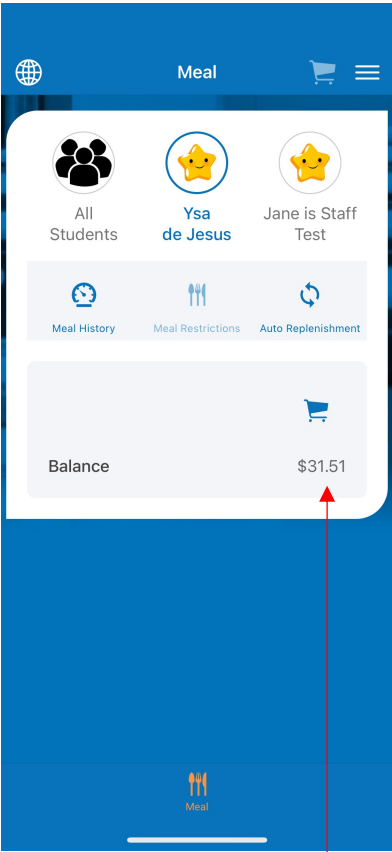


Log into the account.

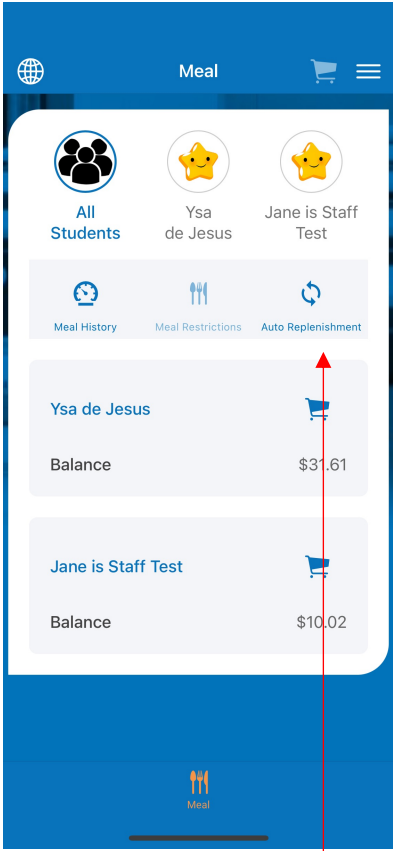
You will be directed to DASHBOARD



Select the student or staff you want to program auto-replenish for

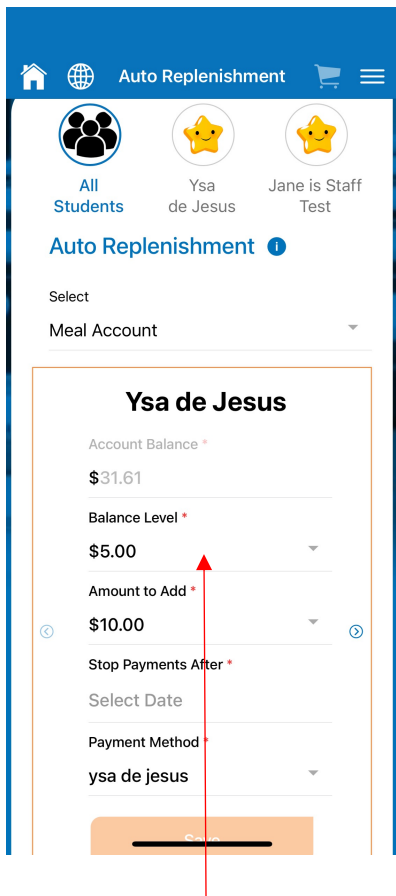


Make sure there is money in the account. **Auto-replenish WONT WORK on accounts that do not have enough balance**

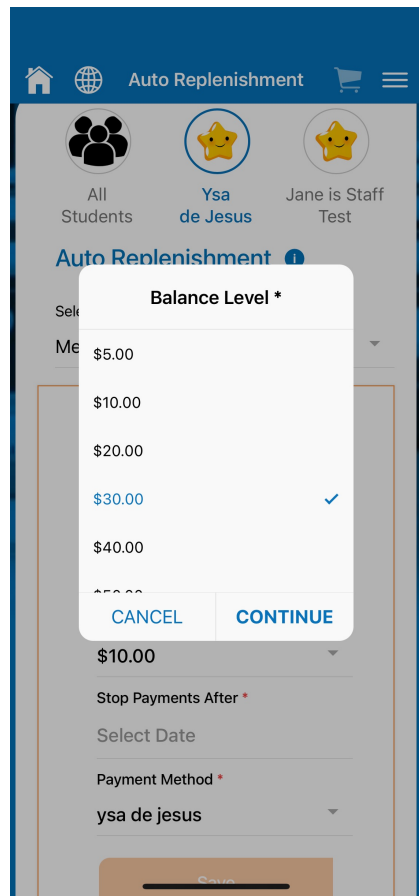


Click Auto-replenishment

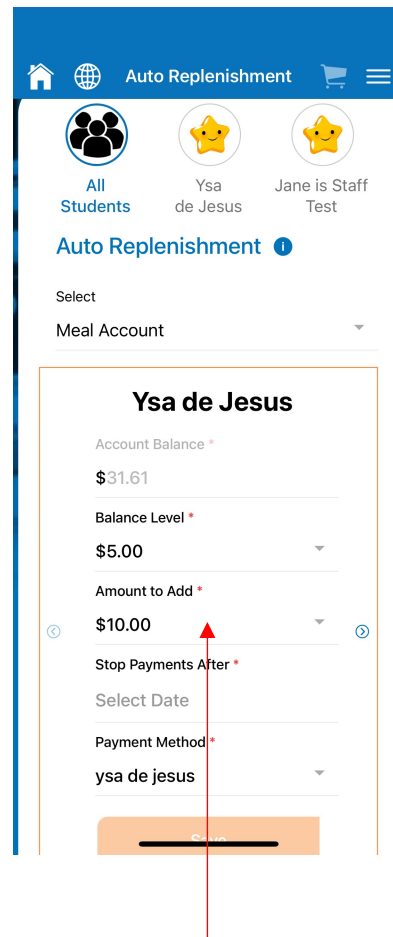
AUTO-REPLENISHMENT



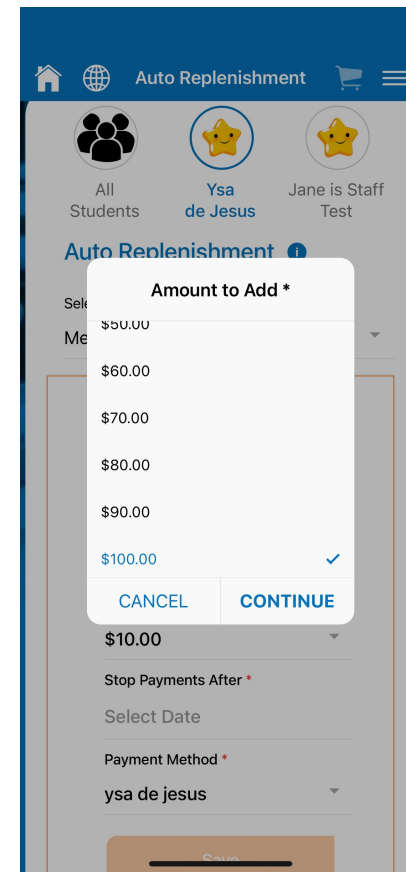
Click Balance Level



“Balance Level”= amount in the account that triggers the transfer of funds.
We suggest \$20 or \$30
Click CONTINUE



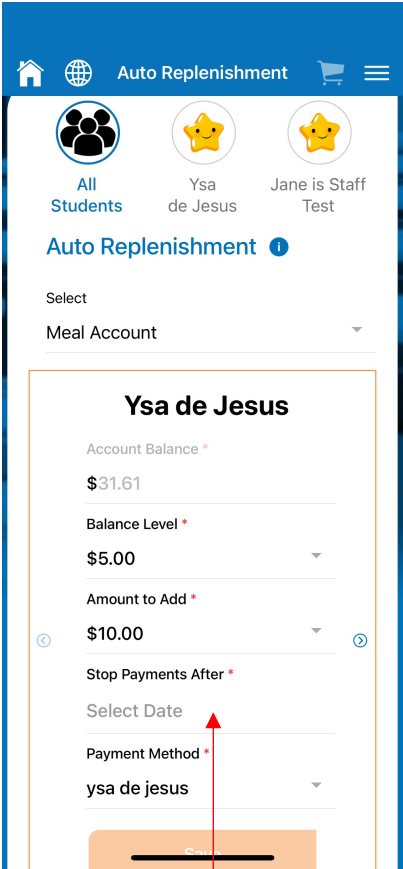
Click Amount to Add



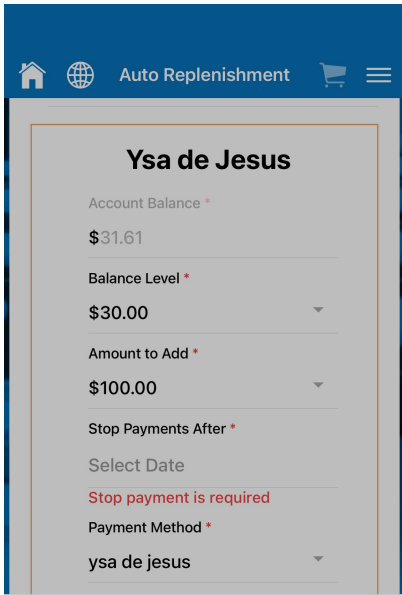
“Amount to Add”= amount that will be transferred into the account.

We suggest no less than \$30.00 or 40.00
Click CONTINUE

AUTO-REPLENISHMENT



Click Stop Payment After

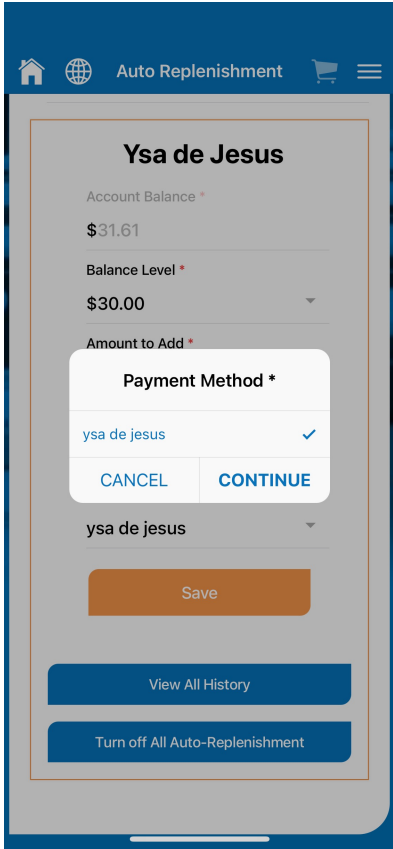


CANCEL DONE

Month	Start	End	Year
10	18	2023	
11	19	2022	
12	20	2021	
	21		
	22		

“Stop Payment After”= Date in which this feature STOPS WORKING

Make sure the dates cover the entire semester.
Click DONE



Select Payment Method

Click CONTINUE

AUTO-REPLENISHMENT

Terms & Conditions ✕

1- I authorize CP-DBS, LLC and its agents to charge my credit/debit card or debit my checking/savings account as indicated above. I understand that I can change or revoke this at any time by updating your Auto-Replenishment settings on the PayschoolsCentral.com site. You can opt-out but unchecking the Active box and/or setting the expiration date.

2- If I select my checking/savings account for funds transfer, I agree to pay a return fee of up to \$30.00 if my ACH transfer is returned unpaid. CP-DBS, LLC may represent my transfer up to two more times. I authorize CP-DBS, LLC to make a one-time electronic fund transfer from my account to collect the \$30.00 fee. If my electronic transfer remains unpaid, my debt will be turned over to a collection company or a check recovery company that may charge me a processing fee, as permitted by law. Any information I provide while registering for PayschoolsCentral.com can be used in this process.

3- By registering my account for credit/debit card or checking/savings account transfers, I acknowledge that I am an authorized signer of this account.

By checking this box, I agree to the following Auto-Replenishment Terms and Conditions.

Save

Check the Terms and Agreement Box
Click SAVE

Ysa de Jesus

Account Balance *
\$31.61

Balance Level *
\$30.00

Amount to Add *
\$100.00

Stop Payments After *
12/20/2021

Payment Method *
ysa de jesus

Save

View All History

Turn off All Auto-Replenishment

Review all settings again
Click SAVE

Auto Replenishment saved successfully **OK**

Ysa de Jesus

Account Balance *
\$31.61

Balance Level *
\$30.00

Amount to Add *
\$100.00

Stop Payments After *
12/20/2021

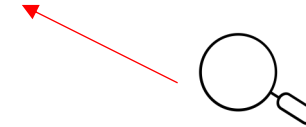
Payment Method *
ysa de jesus

Save

View All History

Turn off All Auto-Replenishment

Wait for the upper message to appear as confirmation



Auto Replenishment saved successfully **OK**

Ysa de Jesus

Account Balance *

Repeat for other students in the account.
Each student must have its own settings.



NEXT STEP: PRE-ORDER LUNCH

FOR MORE INFORMATION:

GO TO:

www.aliveschoolpr.com/lunch-step-by-step

or CONTACT US:

For Baldwin School alive@baldwin-school.org

For Saint John's School alive@sjspr.org