



Dear Parents of **Immaculate Conception School**,

Our Food Service Provider, Miami Prime Catering, is excited to announce it has partnered with MySchoolAccount.com to bring you a new online service. This service offers you the ability to monitor your children's meal purchases, track what your children have been eating for the past 30 days, preorder meals, make deposits directly into their meal accounts, transfer funds between students and have **an email reminder sent to you when an account balance gets low**.

The Student Debit Accounts can be funded via online deposits (made with an ACH payment from a checking or savings account or with a credit card). Each child's account will be updated nightly so the account balance information and payments will be current as of the following day.

In order to take advantage of this convenient new service, you will need to create a parent account. This requires you to:

1. Go to **www.myschoolaccount.com**.
2. Click "Create Account" on the top menu bar.
3. Fill in the required information on the "Parent Account Sign-Up page."
4. Select **FL** for the state.
5. Choose **Miami Prime Catering** from the "School District" drop down menu.
6. Create a User ID and Password.
7. Click the "Accept" box, and then click "Signup." An email will be sent to your email address that will contain a "verification code."

After you receive the "verification code" you may begin to add your children's information. To do this, you will need to:

1. Go to **www.myschoolaccount.com** and login using your previously created user ID and password.
2. Enter the "verification code" to verify your account and email address.
3. Begin adding your children's information according to the guidelines provided. You will need each of your children's student's ID numbers to add each student.
Please note: your student will need to know the last four (4) digits of their Student ID # as this is their PIN number when going thru the line. We will be there to help them.**
4. After the students are added you will be able to view the lunch account activity and make payments to the student lunch account.

Note: A parent account can be linked to many children, but a child can only be linked to one parent.

We urge you to take full advantage of this system by making deposits into your children's accounts on a weekly, monthly or annual basis. You are free to choose the amount of each deposit.

Note: At checkout, there will be a \$2.00 convenience fee per payment transaction. If you opt to use a credit card, there is a 4.75% convenience fee at check out. These convenience fees are only associated to financial deposits and not to the preorders. Thus, you can login as many times as you like and view your child's account activity free of charge.

If you have any questions, including obtaining your child's(ren's) ID numbers, please contact us at 305-907-7005 or at info@miamiprimecatering.com

Best Regards,

MIAMI PRIME CATERING & FOOD SERVICES, LLC

* Any questions regarding the website service myschoolaccount.com should be directed to support@myschoolaccount.com.