











**Contact Info:** (Note: For security purposes, you may be asked to verify your contact info, including your security answer, when you request help.)  
**Phone:** 855.PAY-2-EAT - (855) 729-2328

**Email:** [customercare@schoolcafe.com](mailto:customercare@schoolcafe.com)  
**Website:** <https://www.schoolcafe.com>



### REGISTRATION

1. Select 
2. Select *I'm a Parent* and select 
3. Enter your name and contact information, and then select 
4. Create a username and password you will easily remember, and confirm the password
5. Set up a security question and answer (in case you do forget your login credentials) and select 
6. Read and accept the Terms & Conditions, and then select 

### MAKE A PAYMENT

1. At the top of your Dashboard, select 
2. Enter payment dollar amounts for each student as desired and select 
3. (Optional) If your district allows for purchasing of other types of school items (yearbooks, fees, etc.), you will see a  button, where you can enter payment amounts for those items as well. If the district does not accept those kinds of payments through SchoolCafé, this button will not be visible.
4. On the Checkout screen, confirm the total and select an existing payment method, or choose  to add a new card.
  - a. When adding a new card, you can enter your card's details and either save the card (even making it your default payment card) or simply use it for a one-time payment.
5. When you have confirmed all details, select  to complete the payment. Funds are typically at the child(ren)'s school(s) within 20 minutes.

### ADD STUDENT(S)

1. At the top of your Dashboard, select 
2. Enter your student's information as requested
3. Select 
4. Verify the student found is accurate and select 