

# Steps to create an account:

1. Go to [www.myschoolaccount.com](http://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. Choose E&E Catering Services from the "School District" drop down menu.
5. Create a User ID and Password.
6. 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](http://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 to the guidelines provide. You will need each of your children's student ID numbers. These numbers will be sent directly to you by email from [rachel@eandefoodservice.com](mailto:rachel@eandefoodservice.com).  
After the students are added you will want to view the lunch account activity. You may choose to make deposits **on-line** by ACH payments or credit card payment. (To pay **by check**, you may bring a check made out to E&E Food Services to the school office. There will be a box in the school office for you to drop off your check. To best assist you, please put the check in an envelope and clearly print your child/ren's names and the amount of money to go to each child. If the amount is not specified, the money will be evenly distributed among your children.)
4. If you have 2 or more students assigned to your account, you may make a payment to each account and only be charged for one transaction. Example; 3 students, \$10.00 payment to each student, total charge would be \$32.00. A \$2.00 fee is charged for each ACH or credit card transaction (\$30.00)
5. Note: A parent account can be linked to many children, but a child can only be linked to one parent.