

NEW!!—LOWER MINIMUM PAYMENT (\$10.00) FOR PAY ONLINE SERVICE

Want to pay for meals and check your child's meal account balance online?

August 1, 2009

Dear Parents:

We realize it can be difficult to keep track of food purchases and account balances for student meal accounts. To help facilitate payment of school meal fees, St. Columban School offers an internet-based online payment service called Café Prepay. This service is provided on a website where you can pay for school meals, view meal balances and view a detailed list of items your child(ren) are purchasing. Payments can be made using **Visa, MasterCard, American Express and Discover**. Participation in this service is voluntary and you may enroll at any time.

Credit Card Payments - \$10.00 minimum payment - Payment posts to student's meal account by the end of the next business day

Until now, we have not been able to accept credit card payments. Businesses that accept credit cards must forfeit a percentage of the sale to the credit card company, as well as pay a transaction fee and a monthly website fee. The district simply cannot afford to absorb these fees.

To provide this service at little or no cost to St. Columban School, a \$2.50 service fee per student/per transaction is charged to the card holder for each credit card payment. The \$2.50 service fee covers the cost of processing your credit card payments, as well as the cost of maintaining the Café Prepay website.

This credit card payment option is available only if you have access to the Café Prepay website on the internet. Please note, the school(s) **cannot** accept credit card payments directly at the cash register.

Check Meal Account Balances, Participation Reports and Schedule Automatic Payments

An additional benefit to using this online service is the ability to view your child's meal account balance and a participation report that provides a detailed list of items your child(ren) have purchased. There is **no charge** to enroll in this service and set up an account for 24 hour access to your child(ren)'s meal account balance or participation report.

You can also have Café Prepay automatically replenish your child's meal account when his/her account balance falls below the specified level, or schedule a monthly deduction. Comalex/Café Prepay offers you many options to help make your life easier.

To use this service, you must first enroll on the Café Prepay website - www.cafeprepay.com. Please refer to the detailed instructions on the back of this letter for instructions on setting up your account.

If you have questions that are not answered on the website, we encourage you to contact Café Prepay at 866-343-2594 – Ext. 204 or contact Sarah Renz, Assistant Director of Nutrition Services at 513-831-5030 - Ext. 10.

Once you have enrolled on the Café Prepay website and received your password from Comalex, you will then be able to log-in and enter your personal information. All personal information is stored in a secure, offline database and is accessed only to process payments and send payment confirmation via email. The school will receive a list of payments each morning via fax and/or email.

We hope you find this service a convenient alternative.

Sincerely,

Sarah Renz
Assistant Director - Nutrition Services

www.CafePrepay.com

Easy-to-Use Café Prepay Instructions

Enrollment Questions? Call Café Prepay toll-free at 866-343-2594-Ext. 204

To Set Up a New Account

1. Log onto Café Prepay website at www.cafeprepay.com.
2. Choose the red "New User" tab to set up a new account. The information needed is as follows:
 - First Name
 - Last Name
 - Email Address
 - Password
 - Answer a Security Question
 - Enter Security Text
3. Enter your daytime phone number and click update.
4. Choose
 - Add Student
 - Select Ohio
 - Select the district "Milford\Madeira\St. Andrew\St. Columban"
 - Choose the school your child attends (i.e. Mulberry, McCormick, High School, etc.)
 - Enter the first three letters of your child's last name and click "Find Student"
 - ****Find your child in the list and select "Add to My Students"**

To add additional children, repeat step 4.

****Students new to the district may not have a meal accounts established to accept payments until after their first day of school.**

To Make a Payment Online

1. Log in using your email address and password
2. Select Make Payment
3. Verify the credit card information is accurate. If not, choose "Edit" and update the credit card info.
4. Choose "Continue and Pay by Credit Card"
5. Enter payment amount for each child listed.
6. Once your payment has been processed, you will receive an email confirmation of your payment from Café Prepay.

To Check Your Child's Balance

1. Log in using your email address and password
2. Select "Current Balance"
3. For security purposes, you must have your child's six-digit PIN #. Your child will know this number, as this is the number they use daily to access their meal account.

To View Items Your Child is Purchasing

1. Log in using your email address and password
2. Select "Participation Report"
3. For security purposes, you must have your child's six-digit PIN #. Your child will know this number, as this is the number they use daily to access their meal account.

If Your Child Has Recently Changed Buildings

If your child has changed buildings (i.e. moved from Jr. High to High School this year **OR** from summer camp to an elementary school), you will need to re-link your student's online account to check your child's balance or make payments online.

1. Log in using your email address and password
2. Select "Edit/Delete Student"
3. Select "Delete" next to the student you will be re-linking to the new building. Please note that money remaining in the child's lunch account is NOT lost when deleting and re-adding your child. The district will move your student's account balance with him/her from year to year and school to school for as long as the student remains in the same district.
4. Select "Add Student"
5. Select Ohio, then select the district "Milford\Madeira\St. Andrew\St. Columban"
7. Choose the school your child attends (i.e. Mulberry, McCormick, High School, etc.)
4. ****Follow the on-screen instructions on the "Find Student" page to re-add your child. Please try entering only the first three letters of the last name and leaving the grade field blank if you have any trouble finding your student.**
5. Enter either your student's ID or make an online payment to view the balance.

****Please note the student database may not be updated until just prior to the first day of school, so it's possible that you will not find your student listed at his/her new school until the day before school starts.**