

# How to add funds to your lunch account online.

Grades PK-12 and Staff  
Pierz Public Schools



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Find this link on many of the pages on our school website, ([www.pierz.k12.mn.us](http://www.pierz.k12.mn.us)) to enter the webstore. Or go to [pierzschooldspayonline.org](http://pierzschooldspayonline.org)  
You may find either one of these pages, depending on the link.



### Welcome back!

Log in to begin managing your account

Username

This is typically your email address.

Password

Trouble logging in? [Login Assistance](#)

Sign In



Lunch

Go



Store: Fees and Purchases

Go



Checkout

Go

- 3 If you have an account, skip to page 9 of this powerpoint. If not, “Click here to begin our setup process”



### Welcome back!

Log in to begin managing your account

Username

This is typically your email address.

Password

Trouble logging in! [Login Assistance](#)

Don't have an account yet?



You need a key code from Terri Krych before you start the setup process.  
You can call her at extension 1907 or email [tkrych@pierz.k12.mn.us](mailto:tkrych@pierz.k12.mn.us)

4

Create a new account by entering your email and creating a password.



### New Account Registration

Enter your basic account details

Registration Progress: Step 1 of 3



The **User Account** manages your login, billing address, primary email, and phone number. To pay or register for items you will be asked to create a **Family (household) Account** and then add **Member Profiles** for either yourself and/or other household members.

STEP

1

Your Email Address

Email Address

Your email address will be the account name you use to log into our site.

Confirm Your Email Address

Confirm Email Address

Re-enter your email address.

Create A Password

Password

Create a secure password you will remember.

Confirm Your Password

Confirm Password

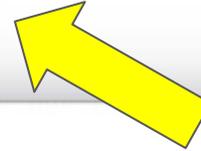
Re-enter your password.

Register

Check your email account after registering for the account validation link



Your email has not been confirmed! Your account will expire on 11/13/2020 at 1:32 PM!  
[Resend activation information](#)



## Terms of Service

Our Terms of Service have recently changed.

Before you can use this site, you must agree to our Terms of Service.

Terms of Service (last updated: 6/17/2019):

### TERMS OF SERVICE AGREEMENT

This is a legal agreement (the "Agreement"), by and between Wordware Inc, 8011 34th Ave So, Suite 305, Bloomington, MN 55426, (hereinafter "Wordware" ), and the organization that subscribes for and registers to use the services provided by Wordware (hereinafter "You"). This Agreement is effective as of the moment You indicate acceptance during the registration process. [Assumes online acceptance of Agreement.]

Wordware WILL PROVIDE ITS SERVICES TO YOU ONLY IF YOU ACCEPT ALL OF THE TERMS AND CONDITIONS OF THIS AGREEMENT DURING THE REGISTRATION OF YOUR ACCOUNT. PLEASE READ THE TERMS OF THIS AGREEMENT CAREFULLY.

1. Provision of the Services. During the term of this Agreement, Wordware will provide You with the online payment services You order during the process of registering with Wordware (the "Services"). These Services allow You to accept online payments and process online and back

I agree to these Terms of Service.

Accept

You will need to confirm the email by going to your email and checking for a confirmation link. Check your Spam and if you need to, resend the activation information.

Read the Terms of Service, check the box and "accept"

## New User Account Registration

Complete your billing address information

Registration Progress: Step 2 of 3



### STEP

# 2

Fields marked with a \* are required.

First Name\*



You must enter a first name!

Last Name\*

Primary Phone\*

Phone Type\*

Mobile Phone

Home Phone

Work Phone

Address 1\*

Address 2

City\*

State\*

Zip\*

Submit

Enter your personal information  
and "submit"

## New Account Registration

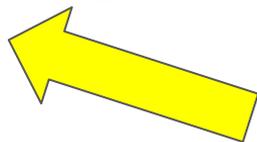
Complete your profile

Registration Progress: Step 3 of 3



STEP  
3

+ Add a person



To go to the next step, click “add a person”. You won’t add a new person yet or will be required to.

## Account Management

Do you have a registration key?

**Yes, I have a key:** If you already have a student/any students enrolled in the school a Registration Key has been created and has been sent to you already. Select this option and enter the Registration Key. The system will automatically create your Family (household) Account and connect student Member Profiles.

**No, I do not have a key:** Take me to more options for finding or creating an account.

Yes, I have a key

+ Connect to  
your account

No, I do not have a key

+ Continue  
without key

You need a key code from Terri Krych to continue. You can call her at extension 1907 or email [tkrych@pierz.k12.mn.us](mailto:tkrych@pierz.k12.mn.us)



## Food Service

Lunch accounts are set up by family and funds are not allocated to specific children.



Home

User Management

Family Accounts

Students

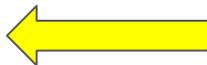
Adults

PIERZ INDEPENDENT ...

Meal Balance  
\$10.45

Last Deposit (N/A)  
\$0.00

 [Add Funds](#)



Your current family lunch account balance is shown above. If it is a negative number, you currently owe that much for purchases already made. A positive number shows the amount remaining in the account.

Account Number:

These dates reflect the most current date on which any charge or transaction occurred.

Please note that it could take up to 24 hours for any payment to be available for your student to use.

If you have any questions please contact  
Terri Krych

(320) 468-6458

### Quick Links

- > [I need to add a child to my family.](#)
- > [I need to add funds to my family's account.](#)
- > [I need Assistance.](#)



Mobile Account  
Management

Make deposits or track balances and transaction histories seamlessly by browsing our site on your smartphone.



### Update Food Service Setting

Make a One Time Food Service Payments

Add Funds to Family Account

Balance \$10.45



- 1 Enter an dollar amount
- 2 Then "Add Funds Now"



Add Funds Now



Edit Auto Refill Payments & Balance Notifications



Edit More Settings on Full App

HOME

ADVANCED SEARCH

HELP



### My Basket

Select your Student from the drop-down menu if a Selection is Required.

| Item   | Student | SKU             | Each  | Qty | Price          |
|--|---------|-----------------|-------|-----|----------------|
| WordWarePayment<br>Item Added on 10/14/2020<br><span>Delete</span> |         | WordWarePayment | 20.00 | 1   | \$20.00        |
| <b>Subtotal</b><br>(subtotal does not include tax or shipping)     |         |                 |       |     | <b>\$20.00</b> |

[Keep Shopping](#)
[Clear Basket](#)
[Recalculate](#)

[Checkout](#)



## Checkout

### 2 Easy Steps and You're Done!

#### Step 1: Click To Add Your Payment Method

#### Step 2: Click to Complete Your Order

Select Payment Method

[Add New Payment Method](#)



#### Order Summary

Subtotal: \$20.00  
Shipping: \$0.00  
Taxes: \$0.00

**Total: \$20.00**

[Edit Order](#)

#### Coupon or Promotional Code

[Apply](#)

#### ORDER CONTENTS

| SKU             | Item            | Student | Price   | Qty | Total   |
|-----------------|-----------------|---------|---------|-----|---------|
| WordWarePayment | WordWarePayment |         | \$20.00 | 1   | \$20.00 |



## Checkout

### 2 Easy Steps and You're Done!

#### Step 1: Click To Add Your Payment Method

#### Step 2: Click to Complete Your Order

[Click to Pay and Complete Your Order](#)



Credit Card: XXXXt

Card Exp:  
 -----  
 Pierz  
 Minnesota  
 56364  
 3204200858

[Remove Payment Method](#) [Edit Payment Method](#)

[Add New Payment Method](#)

#### Order Summary

Subtotal: \$20.00  
 Shipping: \$0.00  
 Taxes: \$0.00

**Total: \$20.00**

[Edit Order](#)

#### Coupon or Promotional Code

[Apply](#)

#### ORDER CONTENTS

| SKU             | Item            | Student | Price   | Qty | Total   |
|-----------------|-----------------|---------|---------|-----|---------|
| WordWarePayment | WordWarePayment |         | \$20.00 | 1   | \$20.00 |

## View Order #15460

Order Date: 10/14/2020 1:11 PM

Order Total: \$20.00

Balance: \$0.00

Status: Completed Paid

Payments: \$20.00

Unprocessed Payments: \$0.00

[Printable Version](#)

## NON SHIPPING ITEMS

| Qty | SKU             | Item            | Student | Price   |
|-----|-----------------|-----------------|---------|---------|
| 1   | WordWarePayment | WordWarePayment |         | \$20.00 |

## PAYMENT INFORMATION

## Order Summary

Item Subtotal: \$20.00

Shipping: \$0.00

Taxes: \$0.00

**Total: \$20.00**

## Billing Address:

Pierz, Minnesota 56364

UNITED STATES

Payment Method: Visa XXXX

Status: Captured

Be sure your receipt say  
Paid and Captured

## View Order #15461

Order Date: 10/14/2020 1:12 PM

Order Total: \$20.00

Balance: \$20.00

Status: Payment Pending : Authorization Failed

Payments: \$0.00

Unprocessed Payments: \$20.00

[Printable Version](#)

## NON SHIPPING ITEMS

| Qty | SKU             | Item            | Student | Price   |
|-----|-----------------|-----------------|---------|---------|
| 1   | WordWarePayment | WordWarePayment |         | \$20.00 |

## PAYMENT INFORMATION

## Order Summary

Item Subtotal: \$20.00

Shipping: \$0.00

Taxes: \$0.00

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**Total: \$20.00**

## Billing Address:

Pierz, MN 56364

UNITED STATES

Payment Method: Visa Credit Card: XXXX

Status: Pending

If you choose an old, closed or insufficient card- you get an order number but it says Pending and Failed

HOME

ADVANCED SEARCH

HELP



### Update Food Service Setting

Make a One Time Food Service Payments

Add Funds to Family Account 557235 **Balance \$26.55**

Students: Sarah Funk

You can set notification limits and auto refill limits once you have a card attached to your card.

Add Funds Now



**Edit Auto Refill Payments & Balance Notifications**



**Edit More Settings on Full App**

## Update Food Service Setting

Make a One Time Food Service Payments

Add Funds to Family Account 557235 **Balance \$26.55**

Students: Sarah Funk

Add Funds Now



## Edit Auto Refill Payments & Balance Notification

Add Funds to Family Account 557235 **Balance \$26.55**

Students: Sarah Funk

- 1 Low Balance Notification
- 2 Low Balance Notification Level
- 3 Low Balance Refill
- 4 Low Balance Refill Level
- 5 Low Balance Refill Amount

- 1 Choose if you want a notification
  - 2 Choose how much you want in the account when you get the notification
  - 3 Choose if you want it to automatically draw additional funds
  - 4 Choose how much you want in the account when it draws more funds
  - 5 Choose how much to add
- Click "Update Settings"

Cancel

Update Settings



Edit More Settings on Full App

Click here to go to User Management and choose email or phone call notifications