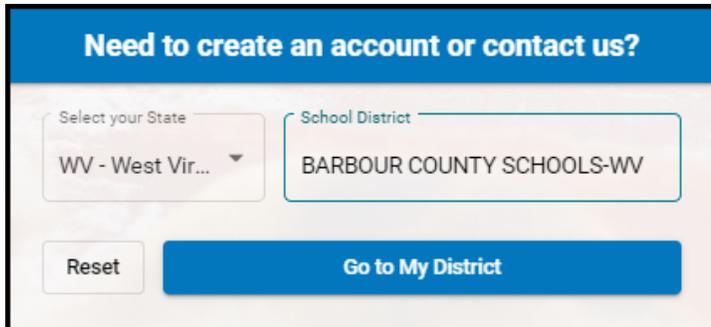


How to Set-Up Debit/Credit Card Payments for Staff Child Nutrition Breakfast and Lunch Charges

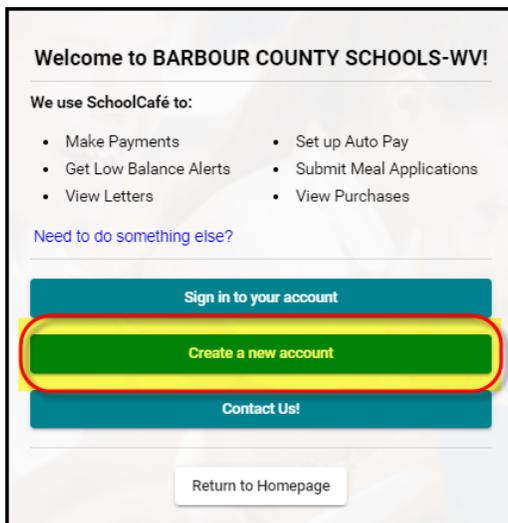
How to Create a School Café Staff Account

1. Go to <https://www.schoolcafe.com/BARBOURCOUNTYSCHOOLS>
2. In **Need to Create an Account** section enter your State & District then click **Go To My District**



The screenshot shows a web form titled "Need to create an account or contact us?". It features two input fields: "Select your State" with a dropdown menu showing "WV - West Vir..." and "School District" with a text box containing "BARBOUR COUNTY SCHOOLS-WV". Below the fields are two buttons: a "Reset" button and a blue "Go to My District" button.

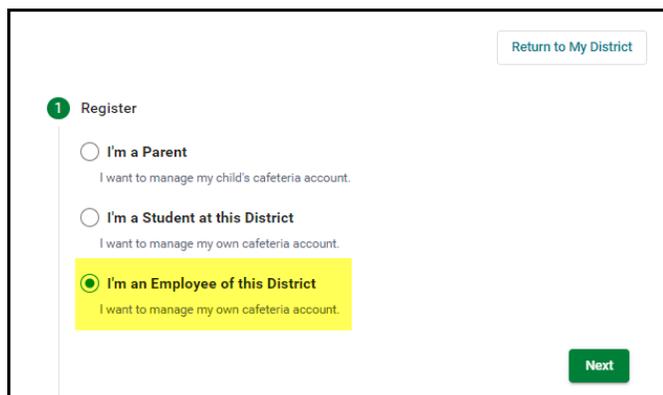
3. Select **Create a New Account**



The screenshot shows a welcome page for "BARBOUR COUNTY SCHOOLS-WV!". It lists services provided by SchoolCafé: "Make Payments", "Get Low Balance Alerts", "View Letters", "Set up Auto Pay", "Submit Meal Applications", and "View Purchases". Below the list is a link "Need to do something else?". At the bottom, there are three buttons: "Sign in to your account", "Create a new account" (highlighted with a red and yellow border), and "Contact Us!". A "Return to Homepage" button is also visible at the very bottom.

How to Set-Up Debit/Credit Card Payments for Staff Child Nutrition Breakfast and Lunch Charges

4. Select **I'm an Employee of this District** and click **Next**



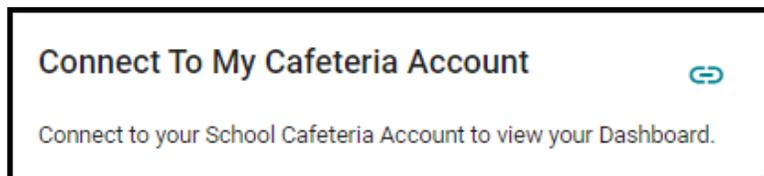
The image shows a registration form titled "Register" with a "Return to My District" link in the top right. There are three radio button options: "I'm a Parent" (with subtext "I want to manage my child's cafeteria account."), "I'm a Student at this District" (with subtext "I want to manage my own cafeteria account."), and "I'm an Employee of this District" (with subtext "I want to manage my own cafeteria account."). The "I'm an Employee of this District" option is selected and highlighted in yellow. A green "Next" button is located at the bottom right.

5. Create a Username and Password you will easily remember and confirm the password.

6. Set up a security question and answer (In case you do forget your login credentials) and click Next.

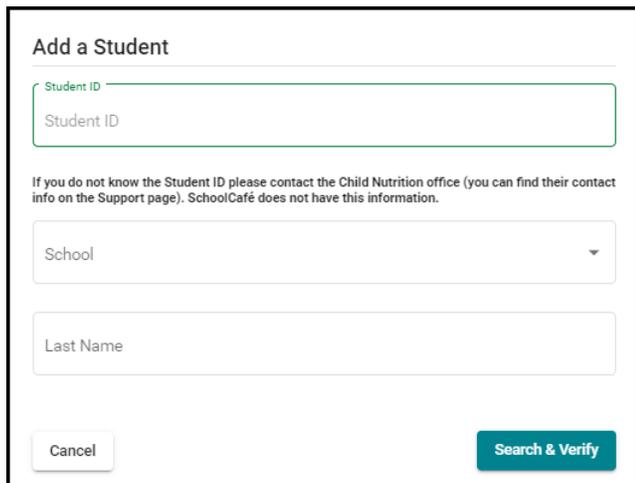
7. Read and accept the Terms & Conditions, and then select **Create my Account**.

8. At the top of your Dashboard select **Connect to my Cafeteria Account**.



The image shows a button labeled "Connect To My Cafeteria Account" with a link icon. Below the button, the text reads "Connect to your School Cafeteria Account to view your Dashboard."

9. Enter the required information (Your School/Staff ID will be entered under Student ID field)



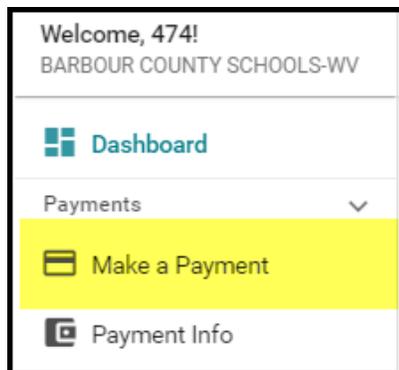
The image shows a form titled "Add a Student". It has a "Student ID" input field with a placeholder "Student ID". Below this is a note: "If you do not know the Student ID please contact the Child Nutrition office (you can find their contact info on the Support page). SchoolCafé does not have this information." There is a "School" dropdown menu, a "Last Name" input field, a "Cancel" button, and a "Search & Verify" button.

How to Set-Up Debit/Credit Card Payments for Staff Child Nutrition Breakfast and Lunch Charges

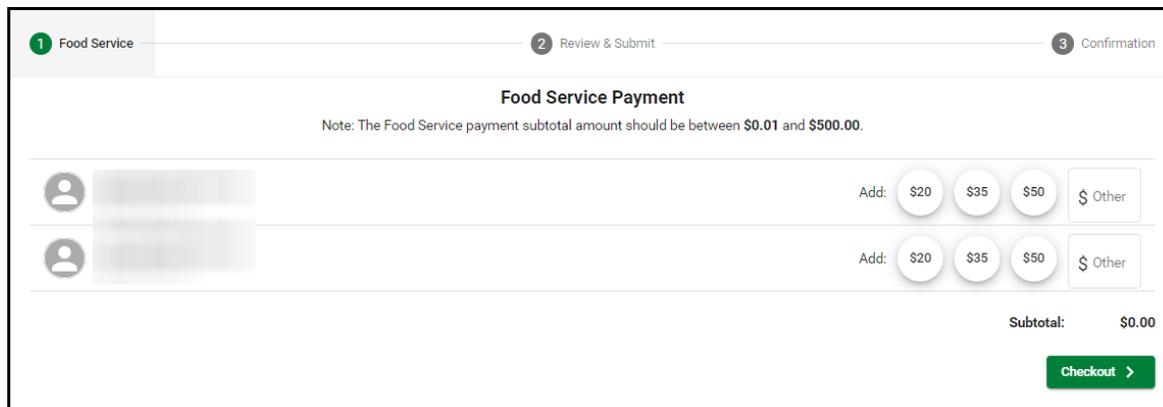
How to Make a School Café Payment

Once you have connected your cafeteria account the payment options will become available.

1. On the left side of your Dashboard select **Make a Payment**



2. Enter payment dollar amount and select **Checkout**



3. On the Checkout screen, confirm the total and select an existing payment method, or choose **Add a New Card** to add a new card.

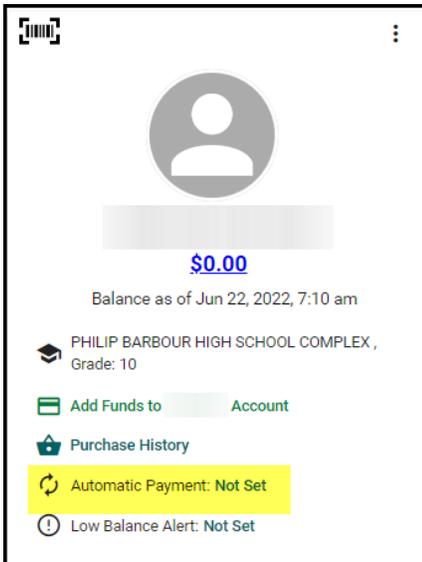
When adding a new card, you can enter your card's details and either save the card (even making it your default payment card) or simply use it for a one-time payment.

4. When you have confirmed all details, select **Submit** to complete the payment. Funds are typically available at the School within 20 minutes.

How to Set-Up Debit/Credit Card Payments for Staff Child Nutrition Breakfast and Lunch Charges

Set Up School Café Automatic Payments

1. From your Dashboard, select the blue text next to **Automatic Payment** (the text will either say 'Not SET or 'Set for...').



2. In the first field, enter a Payment Amount. This amount will be paid automatically.
3. In the next field. Enter a balance threshold. This tells SchoolCafe how low the balance must be before the payment will be made.
4. Select payment source or select **Add a New Card**
5. In the last field, confirm the date that the Automatic Payment will expire (Note: this date should be before your payment source expires, if possible)
6. Select **Save**