

Dear Parents,

Great News! Dealing with your children's lunch money just got a lot easier. You can now get low balance notifications via email or text message. This program will also allow you to add money to your child's meal account and view their cafeteria purchase history online. There is no fee to view the meal history or set up the low balance notifications. If you choose to add money to your children's account there is a convenience fee of \$1.95 per transaction (not per child) to cover credit card processing. You are not required to add payment information to use the free features.

How Do You Get Started? It's simple!

- Go to www.k12paymentcenter.com in your web browser
- First time users click "Sign Up" then select your state and district from the drop-down lists
- Fill in your information to set up the account
- Click "Manage Students" to add your student(s) with their last name and Power School number (if you don't know your students Power School number you can contact the HCS School Nutrition office at 828-627-1150)
- To set up **Low Balance Notifications** go to **Manage Profile** and enter the **Low Balance** amount.
 - Check **Send Notifications**. You will receive an e-mail or text when the balance drops below the amount you set.

For more information or questions about using **K12PaymentCenter** please go to www.k12paymentcenter.com or email contactus@k12paymentcenter.com