



LunchPrepay.com

Frequently Asked Questions

What is my student's Student ID?

The Student ID is a unique number assigned by your school district office. (It is usually not the same as the 3 or 4-digit lunch number that is used in the cafeteria.) It is usually printed on report cards and correspondence that you receive from the school. Please contact your school's office if you do not know what number to use.

Why are there fees for this service?

The fees cover the costs of maintaining the LunchPrepay.com secure web site and the fees that are charged to us for processing credit or debit card payments. School districts usually do not have funds available for this type of expense. Also, most web sites use revenue from advertising and sales to maintain the web site. Since there is no advertising on LunchPrepay.com, and we never sell your information to anyone, fees are necessary to allow you the convenience of online payments.

How long from the time I register as a New User can I make a payment?

This process usually takes less than a day. Students must be "verified" before we can accept payments. This can usually be done instantly; however, in some cases it can take up to 24 hours. Once this process has completed, you can make payments directly to your student's account from www.LunchPrepay.com.

Why is the verification process necessary?

This is how we make sure that your payment is credited to the correct student's account. We check for a match on the student's last and first name, school, and student ID number. This one-time process can usually be done instantly; however, in some cases it may take up to 24 hours.

More than 24 hours has gone by and my student has not been verified yet.

If it has been more than 24 hours, please contact Jane Gibson or Mary Thompson in the Food Services Department at the school district office. You may reach them by phone at (803) 286-6972 or by e-mail at mthompso@lcsd.k12.sc.us. They will be able to assist you.

How long does it take for the payment to show at my student's school?

Generally, all payments are applied within 24 hours.

How do I know it is safe to enter my credit card information on www.LunchPrepay.com?

LunchPrepay.com has 128 Bit Encryption provided by Verisign. Verisign is the most trusted name in online shopping. All information submitted is protected by our secure server, which automatically encrypts your personal information so that it cannot be read while traveling over the Internet.

What do I do if I do not see all my students listed on the payment screen?

If all the students you have entered do not show up on the payment screen, it is possible the information you supplied could have been typed incorrectly. Please go to the Manage Student page and check the student's first and last name, school, and student ID. Correct any errors and save your changes. This student's account will be available as soon it is verified with the school's information.

What if my student's school is not listed?

If your student's school is not listed in the drop down box you will need to check with your school district directly. They will be able to tell you if the school will be added to our program.

What does this service cost?

A one-time **registration fee** of \$10.00 is charged to set up your account. Each time you add money to your child's account, a **processing fee** of \$1.95 will be charged to your credit or debit card in addition to the transaction amount in order to handle the associated banking fees for credit/debit card transactions. The maximum amount you may add to your child's account in one transaction is limited to \$100.00.

- You will always be provided with the cost information before any payment is processed.
- One online payment can be split among all of the students attached to your account, with no additional cost.

What does the registration fee include?

The one-time, \$10 registration fee gives you access to your student's lunchroom balance and meal history, and offers e-mail notification when the account balance drops below a limit you have set. It includes all the students in your family who attend school in the same district. ****NOTE: You can add money to your students' account without paying the \$10 registration fee. By paying the premium membership registration fee of \$10, you can then sign up for email notifications and see cafeteria purchases.**

What does the processing fee cover?

The \$1.95 processing fee covers the fees that the credit card company charges for processing the transaction

Do I have to pay a separate registration fee for each student?

No, a single \$10 registration fee covers all the students in your family who attend school in the same district. The \$10 registration fee is optional and allows you to see cafeteria purchases and set-up email notifications.

How do I set up a low balance notification?

Go to My Account – Manage Profile and enter the Low Balance amount. Check Send Notifications. You will receive an e-mail when the balance drops below the amount you set. (You must have paid the \$10 registration fee for premium service to use this feature.)

How do I find out what my student has been buying for lunch?

Go to My Account – Meal History and click on student name. (You must have paid the \$10 registration fee for premium service to use this feature.)

What if I forget my user name or password?

Click on “Forgot User Name/Password?” on the Login screen. Send us your registered e-mail address and we will send you a return e-mail with your information.

What if I can't remember what e-mail address I used or it is no longer available?

Contact Jane Gibson or Mary Thompson at the school district office (at 803-286-6972 or mthomps@lcsd.k12.sc.us) and they will help you.

What if my student transfers to a different school during the school year?

Any existing prepaid balance will be transferred to the new school automatically. After your student has enrolled in the new school (and before you make your next payment), go to Manage Students and change the school name. Please contact your school district's Food Services office if you need assistance. (803-286-6972 or mthomps@lcsd.k12.sc.us).

What happens to balances left over at the end of the school year?

Any existing prepaid balance will be carried over to the next school year or you may request a refund of the balance. To request a refund, contact Jane Gibson or Mary Thompson by phone at 803-286-6972 or by e-mail at mthomps@lcsd.k12.sc.us.