

## ONLINE PAYMENT INSTRUCTIONS

Dear Parents & Guardians:

In order to improve our efficiency and make things more convenient for you, we now have the capability of accepting payments for food service and now **ASB cards** online. This option is secure and at no cost to you.

1. You can find a direct link on our website by clicking on the **CLICK HERE TO MAKE PAYMENT ONLINE LINK** located at [chelanschools.org](http://chelanschools.org). Or you can go directly to the payment site at <https://wa-lakechelan.intouchrecepting.com/>.
2. If you do not know your login and password please call one of our school building or our district office at 509-682-3515.
3. Once you log in all of your children will appear on the page. Click on the child you wish to deposit money into.
4. Click on **ITEMS AT STUDENT SCHOOL**.
5. The student you selected will be displayed on the top of the page. In the categories line click on **FOOD SERVICE or ASB CARDS**.
6. You can leave the quantity at one and add any amount you would like to deposit or you can change the quantity to the number of breakfast or lunches you would like to pay for.

Grade	Breakfast Price
Pre-K	\$2.00
K-5 <sup>th</sup>	\$2.00
6 <sup>th</sup> -12 <sup>th</sup>	\$2.50
Grade	Lunch Price
Pre-K	\$2.60
K-5 <sup>th</sup>	\$2.60
6 <sup>th</sup> -12 <sup>th</sup>	\$2.85

7. Click on **BUY**
8. Click on **CHECKOUT** on the top right hand side.
9. Confirm your cart and click on **CHECKOUT** on the bottom right hand side.
10. You will be asked to put your credit card information in the secure site. Then click **PAY NOW**.

Deposits made online will be reflected in your student's account depending on the time the online purchase was made. Up loads are done periodically at the following times 6:00 a.m., 10:30 a.m., 3:30 p.m., 6:00 p.m. 12:00 a.m.

If you have any questions, you can call any of our school buildings for assistance. Thank you!