



myschoolaccount.com

School Payments Made Easy!

### Progressive Catering & School Gardens

Dear OLL Parents,

Progressive Catering & School Gardens is happy to be your new food service provider and we would like to introduce you to our partner, MySchoolAccount.com, to bring you an online service to preorder and prepay your student's meal account. This service offers you the ability to preorder your student's meals, make deposits directly into their meal accounts, transfer funds between students and have an email reminder sent to you when an account balance gets low. Student debit account deposits can be made through ACH (checking or savings account) payments. Each child's account will be updated nightly so that account balance information, payments and preorders will be current the following day.

In order to take advantage of this service, you will need to create a parent account. This requires you to:

1. Go to [www.myschoolaccount.com](http://www.myschoolaccount.com).
2. Click "Create Account" on the top menu bar.
3. Fill in the required information on the "Parent Account Sign-Up page."
4. Choose Progressive Catering & School Gardens from the "School District" drop down menu.
5. Create a User ID and Password
6. Click the "Accept" box, and then click "Signup." An email will be sent to your email address that will contain a "verification code."

After you receive the "verification code" you may begin to add your children's information. To do this, you will need to:

1. Go to [www.myschoolaccount.com](http://www.myschoolaccount.com) and login using your previously created user ID and password.
2. Enter the "verification code" to verify your account and email address.
3. Begin adding your children's information according to the guidelines provided. You will need each of your children's student ID\*\* numbers to add each student.
4. After the students are added you will be able to view the menu calendar, place preorders, make payments to the student account and view the account activity for the past 30 days.

**Note: A parent account can be linked to many children, but a child can only be linked to one parent.**

We urge you to take full advantage of this system by placing your student's lunch orders online prior to the cutoff dates. You may also make deposits into your children's accounts in advance on a weekly, monthly, or annual basis and draw from those funds when placing your preorder or to handle incidental daily meal service and emergency lunches. You are free to choose the amount of each deposit.

**Note: There will be a per transaction convenience fee of \$2.00 associated with each deposit.**

Any money that is not spent by the end of the school year will be available the following school year. If you have any questions about this or any other food service program, please contact Progressive Catering & School Gardens at [dannymaleene@yahoo.com](mailto:dannymaleene@yahoo.com) or **TEXT ONLY** (909) 767-8673.

Sincerely,

Food Service Director  
Progressive Catering & School Gardens

\* Questions regarding the [www.myschoolaccount.com](http://www.myschoolaccount.com) service should be directed to [support@myschoolaccount.com](mailto:support@myschoolaccount.com).

\*\*If you do not remember you children's ID numbers, they can be obtained by contacting the school office.