

## STAFF MEAL ACCOUNTS AND PAYMENT

Food Services has become cashless since August 2021. The purpose of this was to streamline the meal purchase process and increase safety measures. FUSD students make meal purchases through our Point-of-Sale system (POS), Meals Plus, which is tied to their account balances managed by e-Funds. Food Services is offering staff the opportunity to make meal purchases using the same method as students. e-Funds gives you the ability to deposit money into your unique Meals Plus account, which allows you to make meal purchases.

Think of your Meals Plus ID number as your debit card and your e-Funds account as your bank account.

Please see the below instructions on setting up your Meals Plus account. You must first set up your Meals Plus account before creating an e-Funds account and adding funds.

### Setting up a Meals Plus ID Number

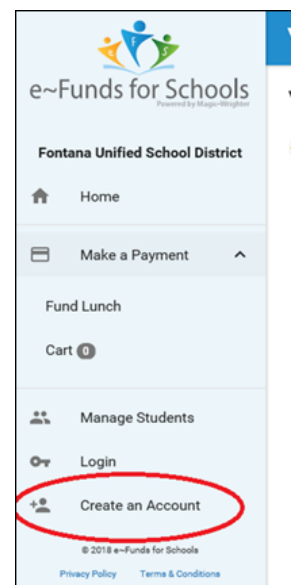
- FUSD staff should have new Meals Plus accounts/ID numbers. If you had an account with us previously, you have been issued a new Meals Plus ID number. Any balance from this account will be transferred over to this new account.
- If you need a Meals Plus ID number, please check with the Food Services cashier or the Food Services Department at 909-357-5160.
- You will enter this new Meals Plus ID number at the point of sale to purchase meals. Again, this is like your debit card that debits your e-Funds account (bank account).

### Setting up an e-Funds Account

If you had an old e-Funds account it will still be active, but you will have a new Meals Plus ID number. Again, see a Food Services cashier to get your Meals Plus ID number.

If you do not already have an e-Funds account, you can create one using your new Meals Plus ID number. Below are the instructions for creating your e-Funds account.

1. Log onto e-Funds at this web address:  
<https://payments.efundsforschools.com/v3/districts/55470> (Please use this exact URL as it is specific to FUSD).
2. Once on the website, towards the bottom of the page, you may create an account by clicking "Create an Account".
3. Creating an account:
  - a. Enter the following information
    - i. Username
    - ii. First and last name
    - iii. Password
    - iv. Email
    - v. Billing address
    - vi. Note: your "Family Number" is a specific 5-digit number that will issued to you from Food Services.
  - b. Click "Create Account"
  - c. **Note: Once you create an account, it may take up to 24 hours to log in again and load money into your account.**



## STAFF MEAL ACCOUNTS AND PAYMENT

**Create an Account**

Username \*      First Name \*

Password \*      Last Name \*

Re-enter Password \*      Email \*

Family Number      Phone

Billing Address


\* indicates required field

CREATE ACCOUNT

4. Once an account is created, click “Fund Lunch”.

**Welcome!**

What would you like to do?

 Fund Lunch

**WELCOME!**

On behalf of the Fontana Unified Food Services Department I would like to welcome you to our new online meal payment service. We hope this service will provide an added convenience to you by eliminating the need to send money everyday and allowing you the flexibility to make payments at any time.

PLEASE NOTE: FIRST TIME USERS NEED TO REGISTER UNDER THE NEW USER AREA TO SETUP YOUR ACCOUNT.

5. Enter your “**Last Name** and “**Family Number**” as it appears on your serving ID card that you were issued. **The Student or Family Number is the same as your Meals Plus ID number that was issued to you by the Food Services Cashier.** If you have not received one, please contact a Food Services Cahier or the Food Services office at 909-357-5160. Then click “**Add Student(s)**”.

In about 24 hours, you will receive an email with instructions on how to input bank information. Then you can load funds into your account and make purchases at Summit’s catering kitchen or any site cafeteria.

## STAFF MEAL ACCOUNTS AND PAYMENT

### Add Students

Look up your students by their last name and either their student number or family number:

**Last Name \***

**Student or Family Number \***

\* indicates required field

ADD STUDENT(S)

6. Once you click "Add Students", your name and serving number will pop up.
7. Select "Continue on to fund lunch".

## Manage Students

### Students

You have added the following students:

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Last Name, First Name ×  
34###  
Grade: 00 | Meal Balance: \$20.00

**CONTINUE ON TO FUND LUNCH**

STAFF MEAL ACCOUNTS AND PAYMENT

8. Enter the amount you wish to add to your account and click "Add to Cart".

[← GO BACK](#)

## Meal Payment

**Meal Balance: \$20.00 - Fontana High School**

**Thank you for your payment!**

20.00

**ADD TO CART**

9. Then you will see your cart with the amount loaded (i.e.: \$20.00). Click "Begin Checkout".

## Cart

Test Test Meal Payment	×
\$20.00	

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Subtotal \$20.00


**BEGIN CHECKOUT**

10. Here, you will be able to select your payment method.

## Select Payment Method

Choose a payment method.

New Credit / Debit Card 

New Direct Debit 

11. Enter Card Info.

## New Credit / Debit Card

Cardholder Name

First A Last




**Card Number**

#### #### #### ####

Expiration Date (MM/YY)

08/20

The payment service only accepts Visa, Mastercard, and Discover cards.

\* indicates required field

**ADD CREDIT / DEBIT CARD**

## STAFF MEAL ACCOUNTS AND PAYMENT

Note: If an account has a negative balance, you will not be allowed to make purchases. Any negative balances incurred must be paid by depositing funds into your e-Funds account. If you have any questions, contact Food Services at 909-357-5160.