



MERION MERCY ACADEMY

511 Montgomery Avenue, Merion Station, PA 19066 610-664-6655

Dear Parent(s) and Guardian(s),

Merion Mercy Academy has an online lunch payment service that will allow you to make deposits directly into your daughter's meal account, transfer funds between students in the same household and have an email reminder sent to you when an account balance gets low. Student debit account deposits can be made through ACH payments or by credit card. Each student's account will be updated nightly so that account balance information and payments will be current as of the following day. You may also monitor your daughter's lunchtime purchases and track what she has been eating for the past 30 days through this system.

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

1. Go to **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 *Merion Mercy Academy* 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 daughter's information. To do this, you will need to:

1. Go to **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 daughter's information according to the guidelines provided. If you have more than one MMA student, you need each of your daughter's student ID numbers to add each student (each student's date of birth may be required).
4. After the students are added you will be able to view the lunch account activity and make payments to the student lunch account.

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 making deposits into your daughter's account on a weekly, monthly, or annual basis. You are free to choose the amount of each deposit. Even though this lunch account service is our prefer means for food purchases by students to help keep the lunch line flow adequately moving, cash will also be accepted.

Note: There may be a per transaction convenience fee 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 us.

Sincerely,

Sister Christine McCann
Head of School

* Questions regarding the www.myschoolaccount.com service should be directed to support@myschoolaccount.com.

**If you do not remember your child(ren)'s ID number(s), they can be obtained by looking on your daughter's report card, roster, summer course list or by contacting the Main Office.