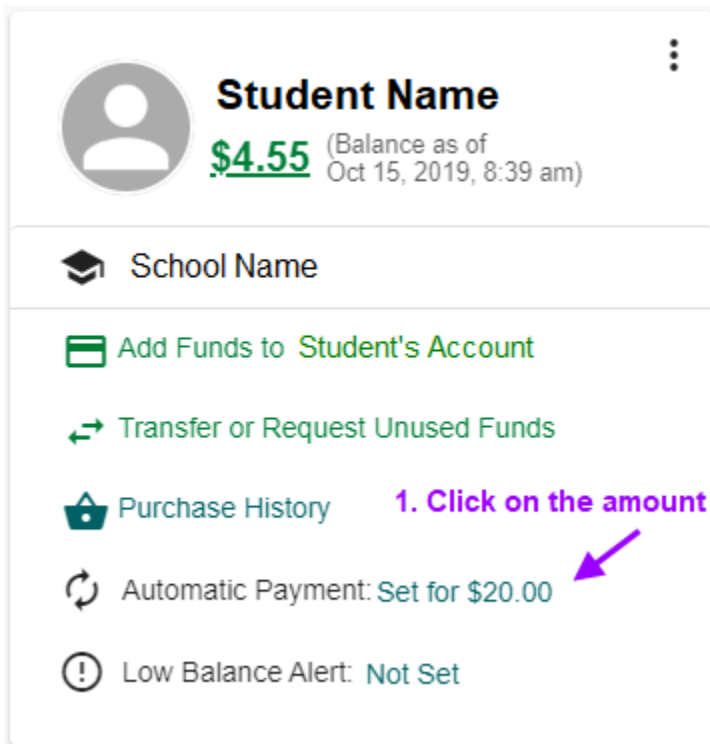


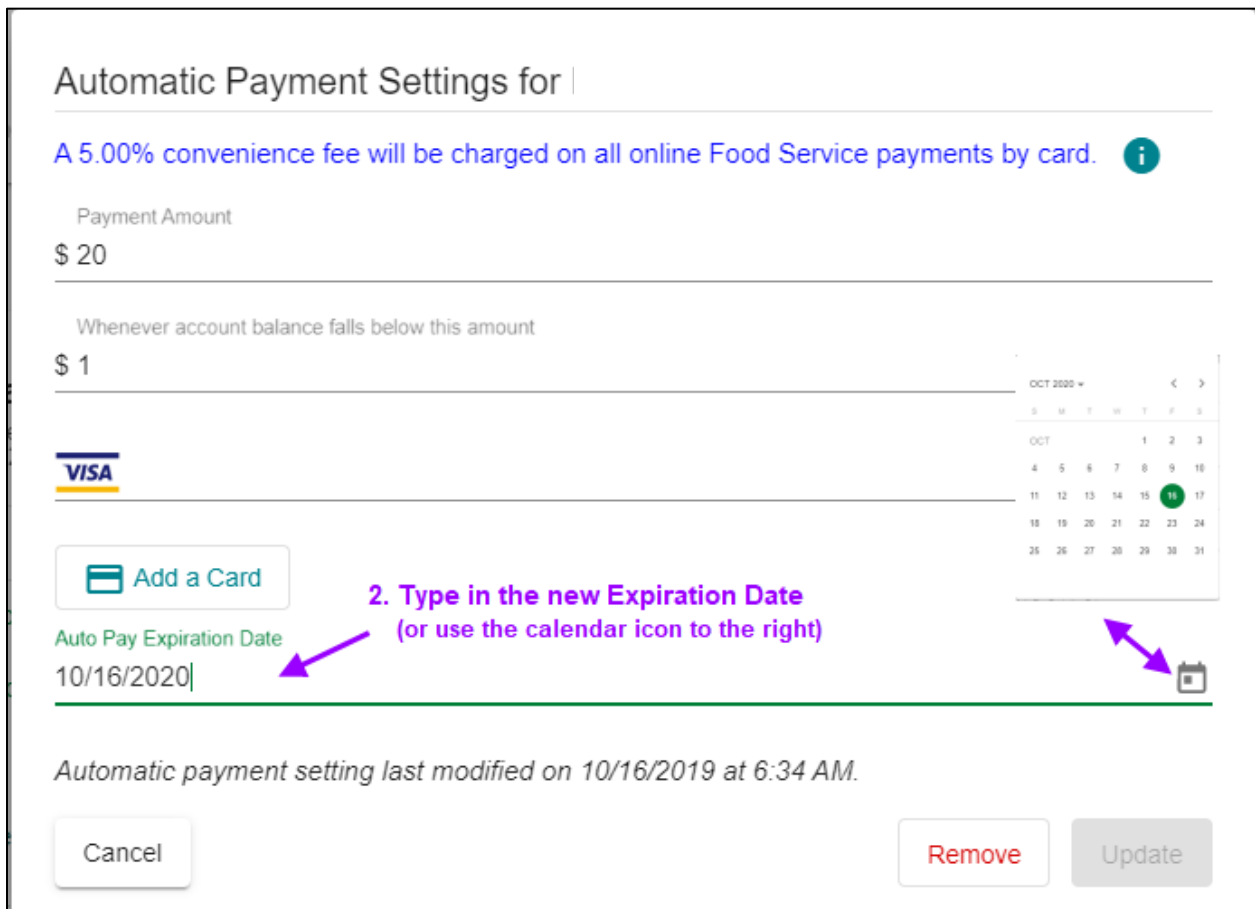
How to Update SchoolCafe Automatic Payment Settings

Step 1: After logging into SchoolCafe, click on the amount under Automatic Payment



The screenshot shows a user's account dashboard. At the top, there is a profile icon, the name "Student Name", and a balance of "\$4.55" with a note "(Balance as of Oct 15, 2019, 8:39 am)". Below this, there is a "School Name" section. A list of options follows: "Add Funds to Student's Account", "Transfer or Request Unused Funds", "Purchase History", "Automatic Payment: Set for \$20.00", and "Low Balance Alert: Not Set". A purple arrow points to the "\$20.00" amount, with the text "1. Click on the amount" next to it.


Step 2: Type in the new Expiration Date or select the date from the calendar icon



The screenshot shows the "Automatic Payment Settings" form. It includes a header "Automatic Payment Settings for |", a note about a 5.00% convenience fee, and fields for "Payment Amount" (\$20) and "Whenever account balance falls below this amount" (\$1). A "VISA" logo is visible. Below the logo is an "Add a Card" button. The "Auto Pay Expiration Date" field is set to "10/16/2020" and is highlighted with a purple arrow. To the right of the field is a calendar icon, also highlighted with a purple arrow. The text "2. Type in the new Expiration Date (or use the calendar icon to the right)" is placed between the two arrows. At the bottom, there are "Cancel", "Remove", and "Update" buttons. A note at the bottom states "Automatic payment setting last modified on 10/16/2019 at 6:34 AM."



Step 3: Click Update. You will see a message on the screen stating that the settings have been saved. You will also receive a confirmation via email. NOTE: If you see the message 'Your payment source will expire before the auto pay expiration you've selected', this means your debit or credit card will expire before the auto pay setting you have selected. Make sure to update your credit card information in SchoolCafe when you receive a new one in the mail.

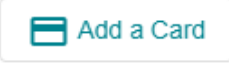
Automatic Payment Settings for


A 5.00% convenience fee will be charged on all online Food Service payments by card. 

Payment Amount
\$ 20

Whenever account balance falls below this amount
\$ 1

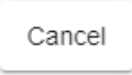
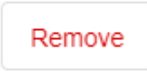

 



Auto Pay Expiration Date
10/16/2023 

Your payment source will expire before the auto pay expiration date you've selected.

Automatic payment setting last modified on 10/16/2019 at 6:34 AM.

3. Click Update 