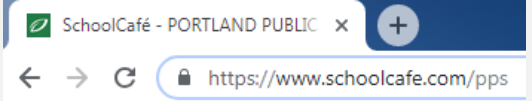

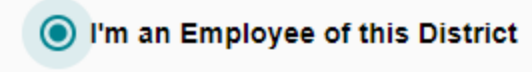

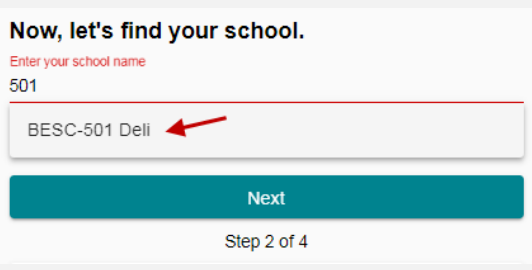
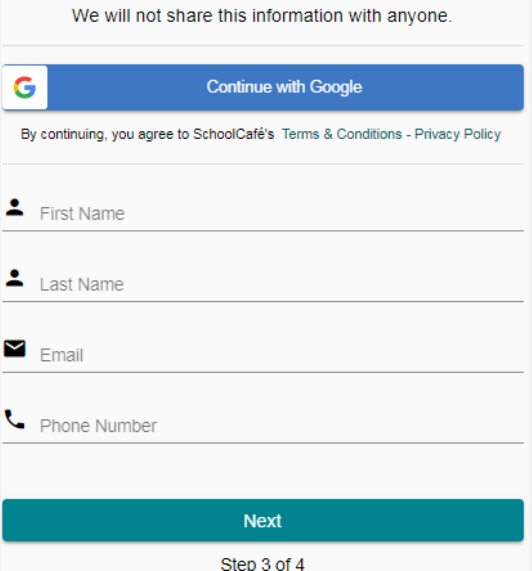


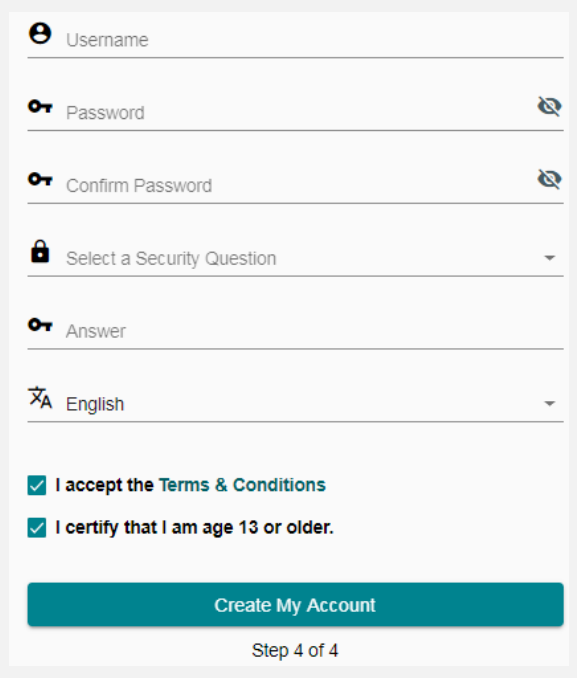
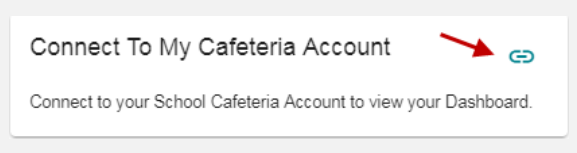
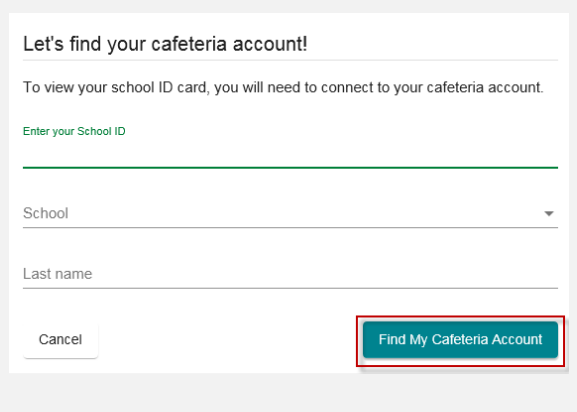
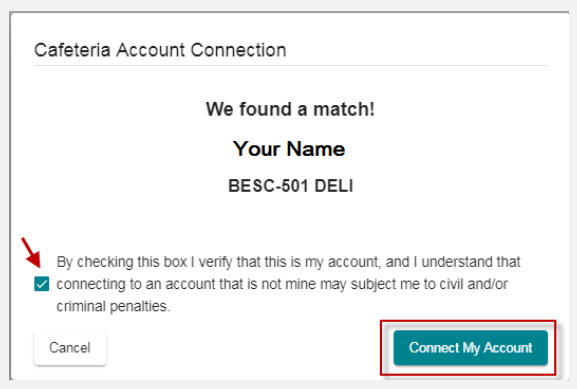
How to Create a SchoolCafé Adult/Staff Account to Pay for Meals Online

These instructions are for users creating a SchoolCafé account with an internet browser on a computer.

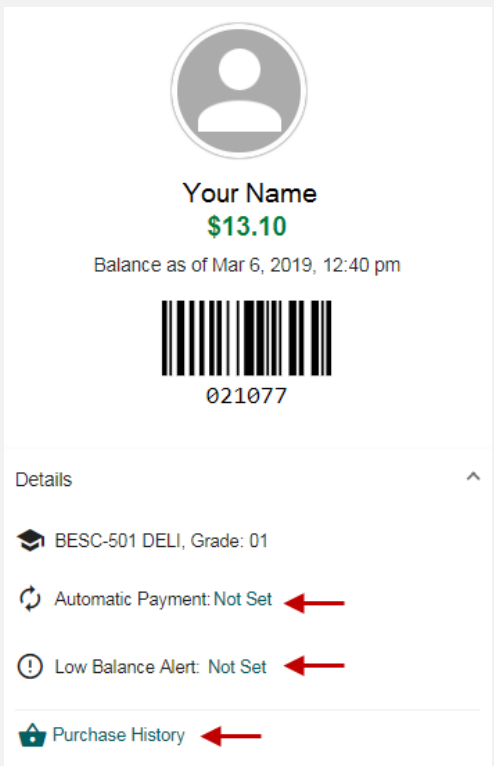
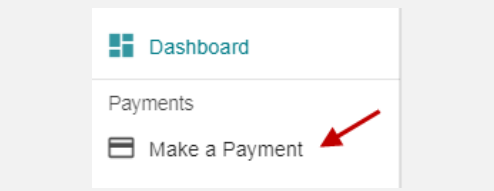
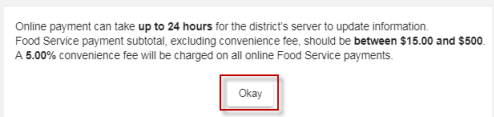
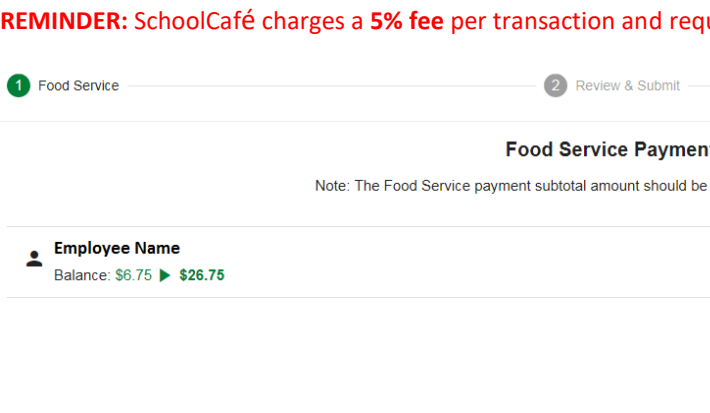
NOTE: SchoolCafé charges a 5% fee per transaction and requires a \$15 minimum payment.

<p>Step 1</p>	<p>On a computer, open an internet browser and go to the following website: www.schoolcafe.com/pps.</p> <p>NOTE: The SchoolCafé app can be downloaded on Android and iOS mobile devices.</p>	
<p>Step 2</p>	<p>Click Create a new account.</p>	
<p>Step 3</p>	<p>Select I'm an Employee of this District.</p>	
<p>Step 4</p>	<p>Click Next.</p>	
<p>Step 5</p>	<p>Type part of your school/site name and click on it when you see it in the search results.</p> <p>Click Next.</p> <p>NOTE: If you're new to PPS, please contact Nutrition Services at 503.916.3247 to be added to the system before creating a SchoolCafé account.</p>	
<p>Step 6</p>	<p>Enter your demographic information:</p> <ul style="list-style-type: none"> • First Name • Last Name • Email • Phone Number <p>Or, sign in using an existing Google email account.</p> <p>Click Next.</p>	


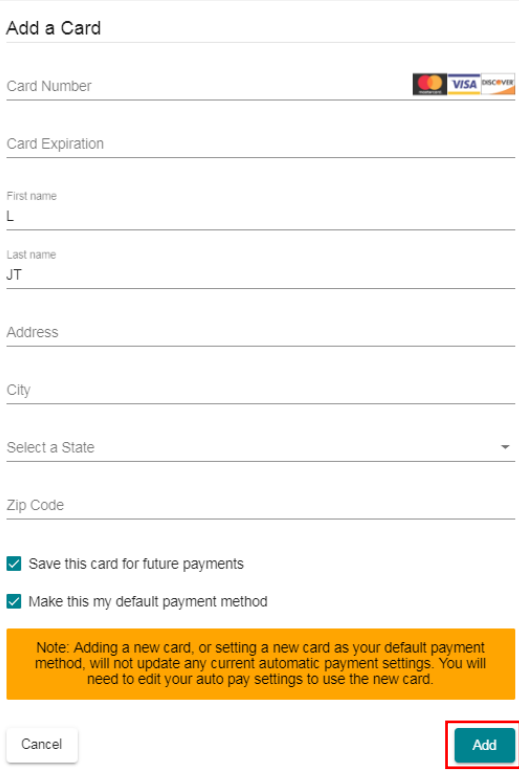

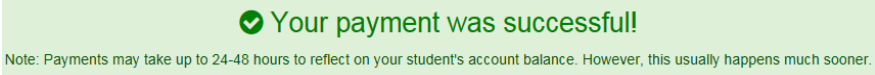

How to Create a SchoolCafe Adult/Staff Account to Pay for Meals Online

<p>Step 7</p>	<p>Enter the following information:</p> <ul style="list-style-type: none"> • A unique username (this can be your email address) • Password • Security Question • Security Question Answer • Language <p>Read and check I accept the Terms and Conditions.</p> <p>Check I certify that I am age 13 and older.</p> <p>Click Create My Account.</p> <p>NOTE: There is a new step added to verify your email address. Once you get the code, enter it to verify your account.</p>	
<p>Step 8</p>	<p>Add yourself to the account by clicking on the link icon to the right of <i>Connect To My Cafeteria Account.</i></p>	
<p>Step 9</p>	<p>Enter the following information:</p> <ul style="list-style-type: none"> • The 'School ID' is your PPS Employee ID# (this can be found on your paycheck) • Select your school/site from the School drop down menu. • Enter your Last Name • Click Find My Cafeteria Account <p>If the system cannot find your name, call Nutrition Services at 503.916.3247 or email nssupport@pps.net for assistance.</p>	
<p>Step 10</p>	<p>If the system finds your account, you will see the 'We found a match!' message.</p> <p>Read and check the acknowledgement statement.</p> <p>Click Connect My Account.</p>	

How to Create a SchoolCafe Adult/Staff Account to Pay for Meals Online

<p>Step 11</p>	<p>Once added, you will see your Name and Account balance information.</p> <p>OPTIONAL FEATURES:</p> <ul style="list-style-type: none"> To setup autopay, click on Not Set to the right of <i>Automatic Payment</i>. NOTE: Autopay has an expiration date which is one year from the date of creation. You can change the date to a future date or change it at a later time. To receive an email when your account reaches a certain balance amount, click on Not Set to the right of <i>Low Balance Alert</i>. NOTE: To ensure you receive email notifications, remember to verify your email address. <p style="background-color: #f8d7da; padding: 2px;">In order to set up alerts or continue to receive emails, please verify your email address. Click here to verify.</p> <ul style="list-style-type: none"> To review Purchase History click on Purchase History. <p>To fund the account, go to Step 12.</p>	
<p>Step 12</p>	<p>To fund the account by making a one-time payment, click on Make a Payment which located on the left side of the SchoolCafé dashboard.</p>	
<p>Step 13</p>	<p>Click Okay after reading the next message prompt.</p>	
<p>Step 14</p>	<p>REMINDER: SchoolCafé charges a 5% fee per transaction and requires a \$15 minimum payment.</p>  <ol style="list-style-type: none"> Click on the amount to deposit or enter a different amount manually under \$Other. The amount must be between \$15 - \$500. Click Checkout. 	

How to Create a SchoolCafe Adult/Staff Account to Pay for Meals Online

<p>Step 15</p>	<p>Click Add a New Card.</p>	
<p>Step 16</p>	<p>Enter the card* information.</p> <p>If you want to save the card information for future purchases, click Save Card this card for future payments. If not, leave it unchecked.</p> <p>To make this your default payment method, check the box. If not, leave it unchecked.</p> <p>When done entering the information and reading the Note, click Add.</p> <p>*NOTE: AmericanExpress is not accepted, only Visa, Mastercard and Discover.</p>	
<p>Step 17</p>	<p>Click Submit.</p>	
<p>Step 18</p>	<p>You will receive a confirmation message on the screen if the payment was accepted.</p> 	
<p>Step 19</p>	<p>To logout, click on the 3 dots located on the top, right corner of the screen and select Logout.</p>	

NOTE: Account balances rollover each school year. If you would like to request a refund for unused funds, please contact Nutrition Services at 503.916.3247 or email nssupport@pps.net.

For account or payment related questions, contact SchoolCafé technical support at 1.855.729.2328 or email customercare@schoolcafe.com. Hours: Monday-Friday, 6AM – 6PM CST.

SchoolCafé Frequently Asked Questions

Q: What if I already have a SchoolCafé account for my student? Can I use it to fund and pay for my own meals?

- Yes! You would sign in with the existing account and click 'Add a Student' to search and add yourself to the account.

Q: What if I have one student that attends a different district that uses SchoolCafe and one student who attends PPS. Can I use the same account?

- Unfortunately, you would have to create a different SchoolCafe account with a different email address.

Q: What if I had a SchoolCafé account from a different school district but my student now attends PPS? Do I need to create a new account?

- No. You can login to SchoolCafé, go to 'My Profile' and you can edit the district to PPS.

Q: What should I do if the system doesn't accept my username and password?

If you do not remember your username:

1. On the **Sign In** screen, select the **Forgot Username?** link.
2. Enter your email address.
3. Select the **Retrieve Username** button. Your username will then be emailed to you.

Q: What should I do if I forgot my password?

1. On the **Sign In** screen, select the **Forgot Password?** link.
2. Enter your username and email address, then select **Next**.
3. Answer your Security Question.
4. Enter your new password and re-enter your new password, then select **Login**.

Q: Which Payment Sources are accepted?

- SchoolCafé accepts Visa, MasterCard, and Discover. AmericanExpress is not accepted at this time.

Q: When will the individuals on my account be able to use the monies from my online payment?

- Payments made online will generally be available to your student at the school within 20 minutes, although sometimes they may take up to 24-48 hours under certain circumstances.

Q: How secure is SchoolCafé?

- SchoolCafé follows industry best practices in maintaining security. We use 128-bit encryption to secure data transfer between your browser and our server. From the time you login until the time you logout, all data is encrypted.

Q: How secure is my credit card information?

1. All credit card information is encrypted. Systems are reliable and secure to thwart any attacks of identity theft.
2. Very strict security features are maintained. Employees do not have access to credit card information, as this data is encrypted when it is stored in the system.

Q: How secure is my account while processing payments?

- SchoolCafé uses the highest level of internet security (128 bit encryption) to assure secure, reliable transactions. We use the same security encryption as many major e-commerce web sites. You can be certain that your payment is secure.