Step by Step Lunch Payment Instructions

1. **Locate the Lunch ID for each child**
   a. Sign into the PowerSchool Portal using your PowerSchool ID to locate your child's Lunch ID. The PowerSchool Parent Portal is at https://absis.ab.mec.edu/public/ . If you cannot remember your PowerSchool ID, please contact your school's Administrative Assistant. (Note: The PowerSchool ID is the unique 7-digit number you enter when accessing PowerSchool to fill out emergency forms or see schedules/homerooms, etc.)
   b. Locate your child's Lunch ID. If your child is in High School or Elementary School, the Lunch ID in PowerSchool is under the **My Class Schedule Page** link. If your child is in the Junior High, the Lunch ID in PowerSchool is under the **Team Assignment** link.
   c. If your child pays cash and you do not want to prepay to an account, view purchases, or pay by check, you are done. If not, proceed to Step 2 (account) or Step 3 (check).

2. **If you want to prepay to your child's lunch account using a credit card or view your child's purchases, you need to set-up a ParentOnline account**
   a. Log onto ParentOnline at www.parentonline.net.
   b. Create an account.
   c. Add your children to your account on ParentOnline. YOU MUST USE YOUR CHILD'S POWERSCHOOL ID to locate your child (the same one you used in Step1 to log into PowerSchool). Please **do not** use the Lunch ID.
   d. If you want to prepay to your child's account using a credit card, enter the credit card information. (Note: There is a $1.75 service fee for using a credit card.) You are done.

3. **If want to prepay to your child's lunch account by check (note: no service fee)**
   a. Download and fill out the "Lunch Form-All Schools" on the Food Services website at http://www.abschools.org/departments/food-services/lunch-prepayment.
   b. Please return the form to the cafeteria manager with a check and include your children's names in the memo line. Checks are payable to "AB Food Services." You are done.

If you have any questions, please email Food Services support at lunchonline@abschools.org.