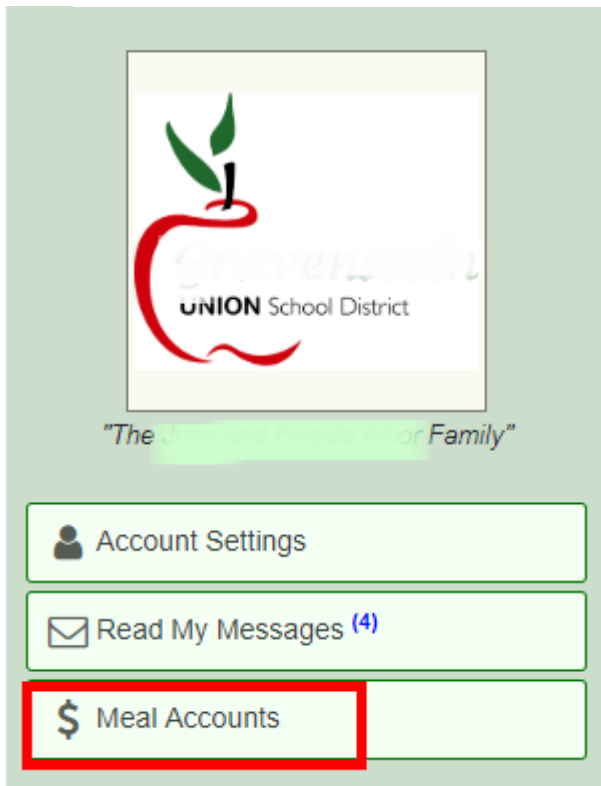
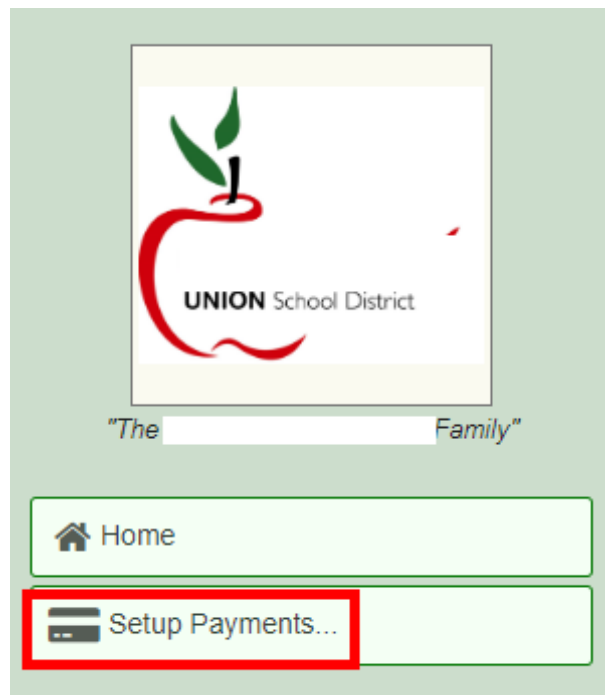


How To Set Up Payment Accounts

1. Go to kenwood.schoolwise.com
2. Log in to the Parent Portal
3. Click on Meal Accounts



4. Click on Setup Payments



Payments can be setup with Credit/Debit cards or a bank account number. A fee of 3% will be added to Credit/Debit payments and a fee of 0.8% will be added to bank account payments. The minimum fee is 25 cents. Payments will be rounded up to the nearest 5 cents. Schools cannot absorb the transaction fees as businesses do and therefore they must be passed on to parents/guardians.



My Payment Methods

Add Credit/Debit Card...

Add Bank Account...

Setting Up Payment Methods

Use the Buttons above to add one or more payment methods to your account to enable online payments.

You can save on processing fees by adding your bank account information directly, instead of using a Credit or Debit Card.

Close

Choosing *Add Credit/Debit Card* brings up the following form where you enter the account number, expiration date and a nickname for the card.

Add Credit/Debit Card

Account Number

Exp Mo

Exp Yr

Nickname for this Payment Method

Save Changes

Choosing *Add Bank Account* brings up the following form where you enter the following information.



Add Bank Account

Account Type

Checking Account

Routing Number

Account Number

Account Owner Type

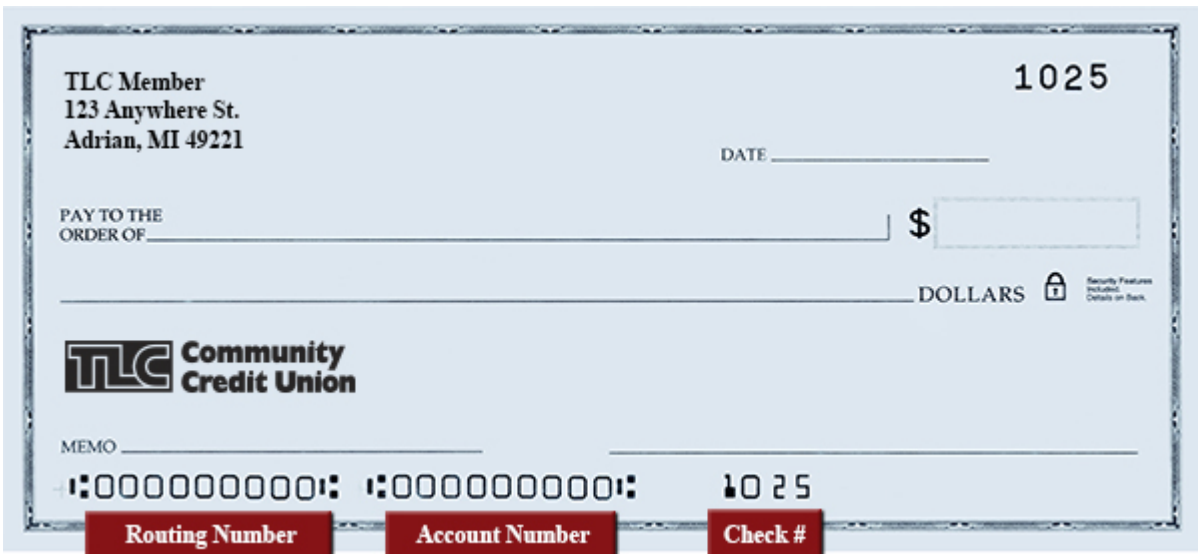
Personal Account

Nickname for this Payment Method

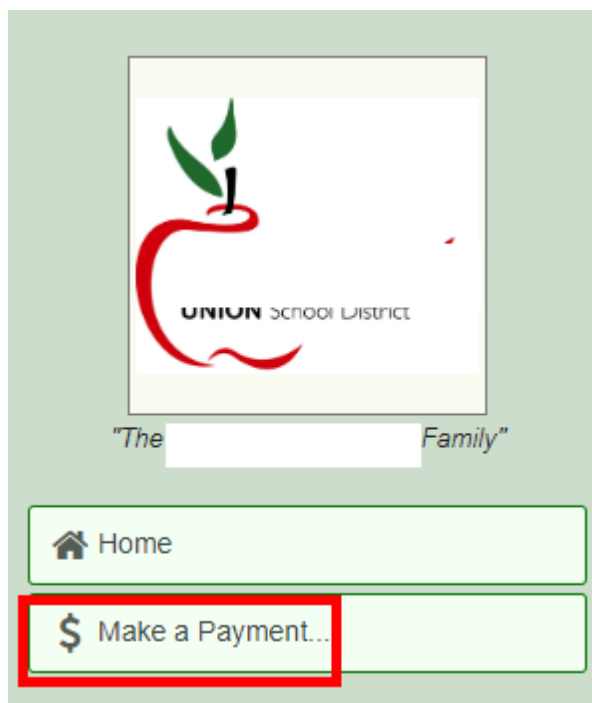
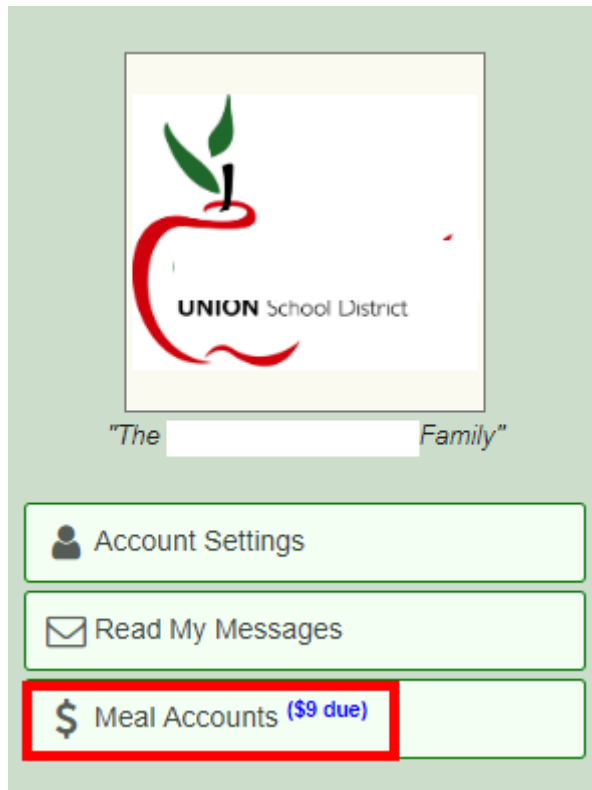
Our Checking Account

Save Changes

The check below shows where the Routing and Account numbers are found.



After at least one payment method is set up click on *Meal Accounts*:



If you have more than one child you will see their accounts individually.

Enter a payment amount in the Pay field and then click Pay.



Make a Payment

Select Payment Method

Visa ▼ Manage...

Payment Amounts for Each Student

Student	Current Balance	Pay	New Balance
St	-\$9.75	<input type="text" value="\$ 0.00"/>	-\$9.75
Jo	\$0.75	<input type="text" value="\$ 0.00"/>	\$0.75
Family Totals:	-\$9.00		

Pay →

By clicking on a child's name you will bring up a transaction summary.

Name		Balance Forward	Charges	Payments	Current Balance
St		\$0.00	\$191.50	\$181.75	-\$9.75
Jo		\$0.75	\$0.00	\$0.00	\$0.75

Current Family Balance: **-\$9.00**



Transaction History (Fiscal 2019)

Past 30 Days

Date	Description	Charges	Credits
Wed 02/13/2019	Lunch	\$4.50	
Thu 02/14/2019	☒ Online Card Payment		\$24.25
Tue 02/19/2019	Lunch	\$4.50	
Wed 02/20/2019	Lunch	\$4.50	
Mon 02/25/2019	Lunch	\$4.50	
Wed 02/27/2019	Lunch	\$4.50	
Thu 02/28/2019	Lunch	\$4.50	
Thu 02/28/2019	☒ Online Card Payment		\$23.25
Mon 03/04/2019	Lunch	\$4.50	
Tue 03/05/2019	Lunch	\$4.50	
Wed 03/06/2019	Lunch	\$4.50	
Thu 03/07/2019	Lunch	\$4.50	
Fri 03/08/2019	Lunch	\$4.50	
Mon 03/11/2019	☒ Online Card Payment		\$26.25
Mon 03/11/2019	Lunch	\$4.50	
Tue 03/12/2019	Lunch	\$4.50	
Wed 03/13/2019	Lunch	\$4.50	

Total for Past 30 Days: \$63.00 \$73.75

Beginning Balance from Last Year: \$0.00

Total Charges YTD: \$191.50

Total Payments and Credits YTD: \$181.75

Current Balance Due: \$9.75