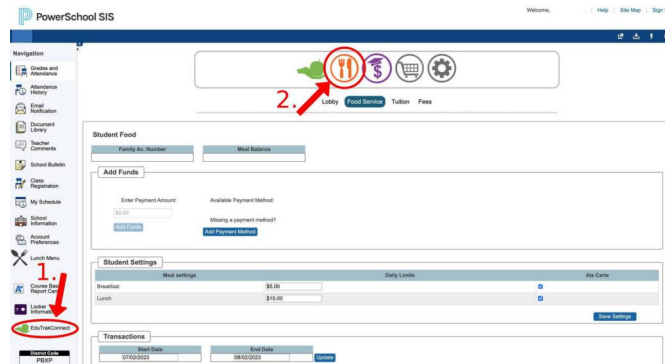


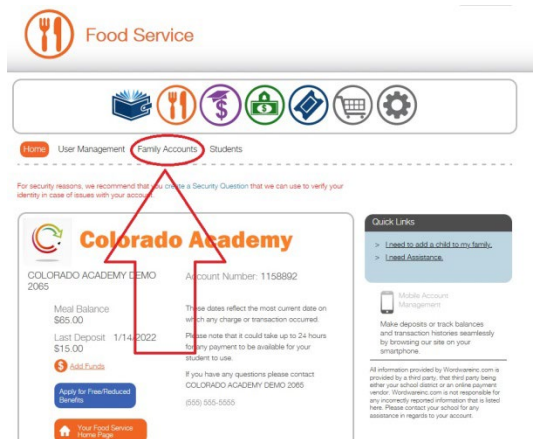
# Using the Auto-Refill Feature

For your convenience, you may choose to use our Auto-Refill feature. This feature allows you to set a low balance amount and a refill amount. Your food service account will be refilled automatically based on your settings. To begin, log in to your PowerSchool SIS account, then:

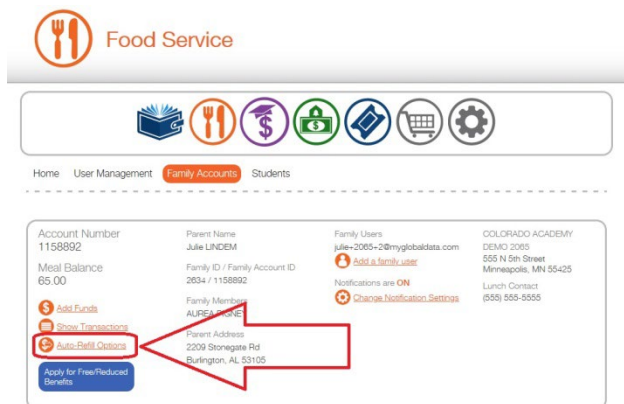


1. Click the EduTrakConnect icon from the menu on the left
2. Click the Food Service icon from the menu that displays on the top of the page

Click on “Family Accounts.”



Click on “Auto-Refill Options.”



Check "Auto-Refill Enabled." Enter your desired refill amount and the low balance amount.

Food Service

Home User Management **Family Accounts** Students

### Auto-Refill Options: Family Account 1158892

Auto-Refill Enabled

Credit/Debit Card Account ending on 1111

Add Payment Method

75.00	Refill Amount
80.00	Estimated Processing Fee
10.00	Low Balance Threshold

Upon completion, you authorize regularly scheduled charges to your Credit Card or Bank Account. You will be charged the amount indicated. A receipt for each payment will be provided to you and the charge will appear on your Credit Card or Bank Account Statement. You agree that no prior-notice will be provided unless the date or amount changes, in which case you will receive notice from us at least 10 days prior to the payment being collected. I understand that this authorization will remain in effect until I cancel it. If the payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day. For ACH debits to my checking/savings account, I understand that because these are electronic transactions, these funds may be withdrawn from my account as soon as the selected transactions process on the selected transaction dates. In the case of an ACH Transaction being rejected for Non-Sufficient Funds (NSF) I understand that the merchant may at its discretion attempt to process the charge again within 30 days, and agree to an additional \$25.00 charge for each attempt returned NSF which will be initiated as a separate transaction from the authorized recurring payment. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. I certify that I am an authorized user of this credit card/bank account and will not dispute these scheduled transactions with my bank, so long as the transactions correspond to the payments plans selected in the following auto-payment configuration.

[Save Refill Preferences](#) [Return to Accounts](#)

Click the orange "Save Refill Preferences" button.

Food Service

Home User Management **Family Accounts** Students

### Auto-Refill Options: Family Account 1158892

Auto-Refill Enabled

Credit/Debit Card Account ending on 1111

Add Payment Method

75.00	Refill Amount
80.00	Estimated Processing Fee
10.00	Low Balance Threshold

Upon completion, you authorize regularly scheduled charges to your Credit Card or Bank Account. You will be charged the amount indicated. A receipt for each payment will be provided to you and the charge will appear on your Credit Card or Bank Account Statement. You agree that no prior-notice will be provided unless the date or amount changes, in which case you will receive notice from us at least 10 days prior to the payment being collected. I understand that this authorization will remain in effect until I cancel it. If the payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day. For ACH debits to my checking/savings account, I understand that because these are electronic transactions, these funds may be withdrawn from my account as soon as the selected transactions process on the selected transaction dates. In the case of an ACH Transaction being rejected for Non-Sufficient Funds (NSF) I understand that the merchant may at its discretion attempt to process the charge again within 30 days, and agree to an additional \$25.00 charge for each attempt returned NSF which will be initiated as a separate transaction from the authorized recurring payment. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. I certify that I am an authorized user of this credit card/bank account and will not dispute these scheduled transactions with my bank, so long as the transactions correspond to the payments plans selected in the following auto-payment configuration.

[Save Refill Preferences](#) [Return to Accounts](#)

You will receive a message showing your auto-refill has been saved.

Food Service

Home User Management **Family Accounts** Students

**Auto-Refill Options: Family Account 1158892**

Entry saved successfully

Auto-Refill Enabled

Credit/Debit Card Account ending on 1111

[Add Payment Method](#)

75 Refill Amount

\$0.00 Estimated Processing Fee

10 Low Balance Threshold

To view payments that have been made to the account, go to the Family Accounts tab and click on “Show Transactions.”

Food Service

Home User Management **Family Accounts** Students

Account Number: 1158892  
Meal Balance: 65.00

Parent Name: Julie LINDEM  
Family ID / Family Account ID: 2634 / 1158892  
Family Members: AUREA PIGNEY  
Parent Address: 2200 Stonegate Rd, Burlington, VT, 53103

Family Users: julie+2065+2@myglobaldata.com  
[Add a family user](#)

Notifications are ON  
[Change Notification Settings](#)

[Add Funds](#)  
**Show Transactions**  
[Auto-Refill Options](#)  
[Apply for Free/Reduced Benefits](#)

Food Service

Home User Management **Family Accounts** Students

**Family Transactions: Family Account 1158892**

Last 30 days of transactions  
[Return to Accounts](#)

DATE	STUDENT ITEM	MEAL TYPE	LINE	AMOUNT	FEE (?)
2022-01-14	Checkout Wordware Lunch Payment	DEPOSIT	70	-50.00	
2022-01-14	Checkout Wordware Lunch Payment	DEPOSIT	70	+15.00	

[print](#)

If your balance is negative, then you currently owe for items already purchased. Please make a deposit as soon as possible in the account.

If you make a deposit by check or cash, please clearly indicate the name of your child on the check.

If you have any questions, please contact at (555) 555-5555.

Thank you!

[Go back 90 days](#)

To request prior history transactions for this family, click here.

To disable the Auto-Refill feature, go to the Family Accounts tab and uncheck the auto-refill enabled box.



Home User Management **Family Accounts** Students

Auto-Refill Options: Family Account 1158892

- Auto-Refill Enabled
- Credit/Debit Card Account ending on 11

[Add Payment Method](#)

75 Refill Amount

\$0.00 Estimated Processing Fee

10 Low Balance Threshold