

Café PrePay
www.cafeprepay.com

Café Prepay is a web-based system that works with the Food Service software in order to assist the parents and guardians in keeping up with their child/ren's account. The system will permit you, once an account is set-up and the students have been added, to view balances and to make payments to the accounts in the form of a credit card or a balance transfer from your bank. The system is new to Twin Valley; consequently we are still learning all of the ins and outs of the program. Our hope is that this will assist you in obtaining knowledge regarding your student's accounts and offer another option for payment. If you have questions or are having difficulty setting up the program please feel free to call 610-286-8679, Karen should be able to assist you or find someone who can.

Please follow the following steps.

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1. **Set up New Account**

click on New User Tab

enter First Name, Last Name, email address

(your email address will be your log in ID – your password will be sent to you via email)

enter security question and answer

submit

2. **Go to My Account Tab**

Log in using email address and password that has been sent to you

You are then prompted to change your password

Type in new password and reconfirm password

Prompted to enter phone number for billing questions only

How would you like your email formatted? HTML or Text

3. **Add Students**

Log in

Enter Login ID and password

Click on Add student (on the left side of screen)

Select Pennsylvania

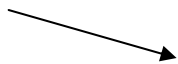
Select Twin Valley School District

Select school

Type in 3 letters of last name of student in the box for student name

Do not enter any grade

You will get a list of students – click add to my students next to name



<p>New Steps to check for balance only</p> <p>Check current balance</p> <p>Enter Student Number (which is student ID)</p> <p>Check balance</p>

After you have added your students you will only need to click on current Balance on the left side of the screen to see their balances.

**** Credit Card deposits must be made by Midnight to be in your child's account the next day.**

**** Bank Account transfers take three days to appear in your child's account.**