

## Levittown Public Schools Tutorial

NutriKids – Making a Deposit to an Account(s)

Version: 1.0 Revised:

For questions or help with balances, recent payments, or menus, please contact the Food Service Provider at **520-8470 ext.134** For questions or help with the NutriKids program, please contact NutriKids at support@nutrikids.com

Follow the below directions if you would like to make a deposit into your child(s) account.

1. Click the DEPOSIT MONEY button on the MyKids page



- a. Click in the **deposit column** that corresponds to the correct student (you can update all your students accounts on this one screen)
- b. Enter the amount to be deposited for that student
- c. Click the Calculate button
  - The Total Deposit being made to the student account(s) appears
  - The \$1.75 Convenience Fee is shown (you will be charged a \$1.75 convenience fee if you're making one transaction or 100 transactions, this fee will not change)
  - Total Charge is shown

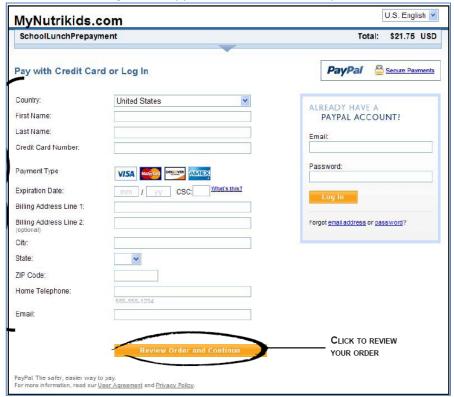
| Total Deposit   | 45.00 |
|-----------------|-------|
| Convenience Fee | 1.75  |
| Total Charge    | 46.75 |
|                 |       |

• If the Total Charge is correct click the MAKE DEPOSIT button

2. After clicking MAKE DEPOSIT, you will be directed to the PayPal website. In order to deposit money into your child's account, you must complete the transaction here.

## Making a Payment Without a PayPal Account:

a. When the following screen appears, fill in all the fields provided



- b. Click REVIEW ORDER AND CONTINUE
- c. On the Order Confirmation screen, review your payment
- d. Click PAY NOW (if you do not click PAY NOW, your transaction will be incomplete)
- e. You will be redirected to a receipt screen print this screen for your records
- f. Close the browser window to end the payment session

## Making a Payment With a PayPal Account:

- a. If you are making a payment using a PayPal account, log in with your account name and password. Once you have logged in, you will be directed to the Order Confirmation screen
- b. On the Order Confirmation screen, review your payment
- c. Click PAY NOW (if you do not click PAY NOW, your transaction will be incomplete)
- d. You will be redirected to a receipt screen print this screen for your records
- e. Close the browser window to end the payment session