

## Levittown Public Schools Tutorial

### NutriKids – Making a Deposit to an Account(s)

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](mailto: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

The screenshot shows the MyNutriKids.com interface. At the top, there's a navigation bar with 'HOME', 'MYKIDS', 'PROFILE', 'HELP', and 'LOGOUT'. Below this is a banner for 'Online Prepayments' featuring a photo of a student. The main content area is titled 'Deposit Money' and contains a table with the following data:

ID#	Name	School	Balance	Deposit Amount
141236	Diane Alcott	Smith Elementary School	2.50	0.00
138002	Matthew Alcott	Rockwood Middle School	5.45	0.00
23443	Thomas Alcott	Rutherford B Hayes High School	0.00	0.00

Below the table is a 'CALCULATE' button and a disclaimer: '\*Payment via e-Check will not be available until approved by the depositor's bank, which can take 3 to 10 business days. If more immediate payment is necessary, please consider a different method of payment.'

- 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

<b>Total Deposit</b>	45.00
<b>Convenience Fee</b>	1.75
<b>Total Charge</b>	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