



# Steps to create an account:

1. Go to [www.myschoolaccount.com](http://www.myschoolaccount.com)
2. Click "Create Account" on the top menu bar.
3. Fill in the required information on the "Parent account Sign-Up page."
4. Choose E&E Catering Services from the "School District" drop down menu. Not your school.
5. Create a User ID and Password. (Returning families use previously created ID and Password)
6. Click the "Accept box, and then click "Signup". An Email will be sent to your email address that will contain a "verification code"
7. Cash or checks may still be sent to school for payment.

After you receive the "verification code" you may begin to add your children's information.

To do this. You will need to:

1. Go to [www.myschoolaccount.com](http://www.myschoolaccount.com) <http://www.myschoolaccount.com> and login using your previously created user ID and password.
2. Enter the "verification code" to verify your account and email address.
3. Begin adding your children's information to the guidelines provide. You will need each of your children's student ID numbers to add each student.
4. After the students are added you will to view the lunch account activity and made payments to the student lunch account.
5. If you have 2 or more students assigned to your account, you may make a payment to each account and only be charged for one transaction. Example; 3 students, \$10.00 payment to each student, total charge would be \$30.00. A \$2.00 fee is charged for each ACH or credit card transaction (\$30.00)
6. Note: A parent account can be linked to many children, but a child can only be linked to parent.
7. **Preorder info: We need 2 business days before the preorder purchase.**  
**(EX: If you need to order on Sept. 2, please order by Aug. 31)**

**Cancel Preorders: If your student is absent one day, please email [Rachel@eandefoodservice.com](mailto:Rachel@eandefoodservice.com) by midnight the day before to cancel the preorder.**