



SAINTS CAFÉ ACCOUNT INSTRUCTIONS

SAINT CAFÉ OPERATIONS

Grab-and-go service will be available daily between the hours of 7AM-3PM for breakfast, passing periods, and lunch. Students and Faculty are to register a Sapphire at School account and present ID to cashier.

Pre-load funds to your lunch account in advance to maintain fast contactless payment.

Tip! Set Auto-Reload

**Debit Cards & Apple Pay will be accepted as an alternative form of payment if the lunch account does not have funds. There will only be one line for cards/Apple Pay. We strongly encourage funding the lunch account for faster service.*

SETTING UP ACCOUNT

Visit <https://portal.sapphireatschool.com/register>

1. Select Account Type - "Parent" (even if you are a student).
Tip! If you are a faculty member *and* a parent, sign-up as Faculty.
2. Complete Account Details - Please provide accurate contact information.
3. Prior to log in, check your inbox & spam for the verification email from Sapphire at School. Click on the "Verify" button and you will be prompted to log in.
4. After logging in, add your student's ID issued by the school.
 - o If you do not know your Student's ID, please contact the school or email info@sapphireatschool.com

ADDING PAYMENT

5. Click on the Payment Method + sign to add your payment method.
 - o We accept Visa, Mastercard, Amex & ACH. ***There is a 4% convenience fee associated with Credit Card Transactions. To avoid this fee, you may set up ACH, which pulls directly from your checking account- No fees!**
6. Once payment method is added, click on "Reload" and input amount.
7. Click on "Manage Auto Reload" to enable auto reload when your account is low.

VIEWING ORDER HISTORY

1. In the top right-hand corner of your account dashboard, open the drop-down menu next to your account name. Select My Account.
2. Click on "History".
 - o "Order History" will have a drop- down button **V** and will list the item details by date per student.

For assistance, contact our team at info@sapphireatschool.com or 949.715.3320.